

# MUHAMMAD SAJJAD

## Document Controller

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### PROFILE SUMMARY

Driven and meticulous professional who intends to build a career in challenging environment. Excellent interpersonal skills and analytical skills will be fully utilized and further developed to contribute and collaborate with a team that enhances your organization's success. Proactive, Information Management professional with more than 10+ years of experience in the capacity of Document controller in the field of Infrastructure, Civil, MEP and Landscape projects. Equipped with sound skills in Aconex and other Electronic Database Management Systems-

### MAIN COMPANIES & PROJECTS:

#### *Saudi Salco Contracting Co.*

From Dec 2024 to Present

**Position: Document Controller**

**Contractor Package: Secondary Infrastructure Works & Secondary Earthmoving Works**

**Clint: Red Sea Global (RSG) Amaala**

**Project Type: TB-Ocean Golf Course**

**Location: Triple Bay Amaala Destination**



#### *MAS Engineering & Construction Co. Dammam – Saudi Arabia*

From Aug 2020 to Nov 2024

**Position: Document Controller**

**Contractor Package: Concrete Structure & Civil**

**Clint: Red Sea Global (RSG) Amaala**

**Project Type: TB MLH-Marine Lifestyle Hotel**

**Location: Triple Bay Amaala Destination**

**Contractor Package: Concrete Structure & Civil**

**Clint: Red Sea Global (RSG) Amaala**

**Project Type: TB MH3-Marine Hotel 3**

**Location: Triple Bay Amaala Destination**

**Contractor Package: Civil Works for a Construction of Backup Operations Center (BUOC) and Micro Data Centers (MDCs)**

**Clint: Red Sea Global (RSG) Amaala**

**Project Type: RI-Digital Infra**

**Location: Triple Bay Amaala Destination**

**Contractor Package: Construction of Fire Station**

**Clint: Red Sea Global (RSG) Amaala**

**Project Type: TB Civic Assets-Fire Station**

**Location: Triple Bay Amaala Destination**



#### *Descon Engineering Pakistan*

From Nov 2017 to Dec 2019

**Position: Document Controller**

#### *Hatco Engineering and Contracting Pakistan*

From Aug 2015 to Sep 2017

**Position: Document Controller**

## Main Responsibilities:

- Manage and maintain all controlled company documents through Aconex.
- Preparing Technical logs (outgoing and incoming) & Filings for the whole project whether it is Engineering and Design Documents on daily basis like Drawing (Shop, Design, And IFC), Documents (NCR, WIR, RFI, MIR, Pre-qualification, Material Submittal, Letters incoming, and outgoing, Mom, Daily Report, for all discipline.
- Maintaining records for incoming and outgoing transmittals.
- Registering the incoming and outgoing documents.
- Create and manage document hierarchy and process systems.
- Make available, notify and distribute documents to relevant recipients.
- Register all new documents and ensure correct document coding and format.
- Perform quality checks to ensure documents are accurate, properly formatted, and meet the company's standards
- Backup and archive project documents regularly to prevent data loss.
- Ensuring all documentation is discoverable and accessible.
- Manage the lifecycle of documents, including creation, review, approval, distribution, and archiving.
- Utilize document control software and systems to track and manage documents effectively.
- Maintain accurate version control of documents to ensure that the most up-to-date versions are available to relevant stakeholders.

### ❖ **Document Management:**

- **Receive, register, and distribute project documents.** This includes drawings, RFIs, submittals, and other relevant information.
- **Maintain a central repository for all project documents.** This could be a physical filing system or a digital document management system (DMS).
- **Ensure that all documents are properly labeled, indexed, and stored.** This makes it easy to find and retrieve information when needed.
- **Control document versions and revisions.** This helps prevent confusion and ensures that everyone is working with the latest information.

### ❖ **Quality Control:**

- **Review documents for completeness,** accuracy, and compliance with project requirements.
  - **Identify and resolve discrepancies** and issues related to documentation.
- Conduct regular audits of project documentation to ensure compliance with quality standards.

### ❖ **Project Support:**

- **Provide support to project teams by** answering questions about documents and procedures.
- Assist with the preparation of project reports and presentations.

### ❖ **Software Proficiency:**

- **Utilize document management software** (e.g. Aconex, Autodesk Docs) to manage and track documents.
- Be proficient in Microsoft Office Suite (Word, Excel, PowerPoint).

### ❖ **Communication and Collaboration:**

Communicate effectively with project team members, clients, and other stakeholders.  
Collaborate with other departments to ensure smooth document flow.



## Certificates

- Communication Skill
- Creative Writing
- Graphic Design
- AutoCAD
- WordPress
- Computer Application
- SEO (Search Engin Optimization)



## Education

**B.A(Bachelor of Arts) from The Islamai University of Bahawalpur**  
(Pakistan)



## Skills

- Documentation Control
- Documentation
- Data Base Management System (DBMS)
- Transmittals
- Document Tracking
- Microsoft Office Suite
- Aconex
- PDF Editing

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**Language Skills** : Urdu: Mother's tongue.  
English: Excellent in Reading, Writing, and Speaking.  
Hindi

**Iqama** : **Transferable**

**Reference** : Available on request.



MAIL TYPE  
Workflow Transmittal

MAIL NUMBER  
AMA05021-WTRAN-007581

REFERENCE NUMBER  
AMA05021-WTRAN-007581

## Final (WF-002212) TB-Ocean Golf Course- Secondary Infrastructure Works - (021C11 SSC) Proposed CV for Document Controller-Muhammad Sajjad

From Christopher Parsons - RSG- Amaala Destination  
To (6) Christopher Parsons - RSG- Amaala Destination (+5 more...)  
Sent Sunday, 22 June 2025 7:32:55 AM AST (GMT +03:00)  
Status N/A

### DOCUMENT ATTACHMENTS (1)

(0 selected)

File	Document No	Revision	Title	Status
	1TB05021-021C11-SSC-CVE-IM-0001	C0	Proposed CV for Document Controller-Muhammad Sajjad	Accepted

### MESSAGE

#### Workflow Review History

The attached documents have completed the "TB-Ocean Golf Course- Secondary Infrastructure Works - (021C11 SSC) Proposed CV for Document Controller-Muhammad Sajjad" workflow with the following results :

*This transmittal was automatically generated.*

Doc No	Step	Participant	Review Outcome	Comments
1TB05021-021C11-SSC-CVE-IM-0001	RSG_DCQC_CHK	J Estares	Accepted	
	RSG_PMIS Lead	J Estares	Accepted with Comments	Accepted based on the project experience under Amaala project and subject to performance through out the project cycle
	RSG_Final_Response	C Parsons	Accepted	Conditional Acceptance: Continuous performance to be monitored.



MAIL TYPE  
Workflow Transmittal

MAIL NUMBER  
AMA01002-WTRAN-039071

REFERENCE NUMBER  
AMA01002-WTRAN-039071

Final (WF-012349) TB-MLH- Concrete Structure & Civil- (002C03 MEC) - AML - CV  
Submission for Document Controller Muhammad Sajjad

From Mr Stuart Prosser - RSG- Amaala Destination

To (9) Mr Sajjad Muhammad - MAS Engineering & Construction Company Ltd. (+8 more...)


Cc (3) Mr Sudhakaran Kodicheth - RSG- Amaala Destination (+2 more...)

Sent Tuesday, 13 August 2024 8:00:49 AM AST (GMT +03:00)

Status N/A

DOCUMENT ATTACHMENTS (1)

(0 selected)

File	Document No	Revision	Title	Status
	1TB01002-002C03-MEC-CVE-IM-0001	C0	CV for Document Controller Muhammad Sajjad	Accepted

▼ MESSAGE

### Workflow Review History

The attached documents have completed the "TB-MLH- Concrete Structure & Civil- (002C03 MEC) - AML - CV Submission for Document Controller Muhammad Sajjad" workflow with the following results :

*This transmittal was automatically generated.*

Doc No	Step	Participant	Review Outcome	Comments
1TB01002-002C03-MEC-CVE-IM-0001	DC QA Check	J Asilum	Accepted	
	Amaala Package Manager	p hughes	Accepted	
	Project Director Review	S Prosser	Accepted	



MAIL TYPE  
Workflow Transmittal

MAIL NUMBER  
AMA01009-WTRAN-042628

REFERENCE NUMBER  
AMA01009-WTRAN-042628

## Final (WF-014649) TB-MH3- Civil & Concrete Package - (009C12 MEC) CV for Document Controller Muhammad Sajjad

From: Mr Lee Siadankay - RSG- Amaala Destination

To (7): Mr Sajjad Muhammad - MAS Engineering & Construction Company Ltd. (+6 more...)

Cc (4): Mr Hani AlShanabla - RSG- Amaala Destination (+3 more...)

Sent: Monday, 23 September 2024 3:51:25 PM AST (GMT +03:00)

Status: N/A

### DOCUMENT ATTACHMENTS (1)

(0 selected)

File	Document No	Revision	Title	Status
	1TB01009-009C12-MEC-CVE-IM-0001	C0	CV for Document Controller Muhammad Sajjad	Accepted

### MESSAGE

#### Workflow Review History

The attached documents have completed the "TB-MH3- Civil & Concrete Package - (009C12 MEC) CV for Document Controller Muhammad Sajjad" workflow with the following results :

*This transmittal was automatically generated.*

Doc No	Step	Participant	Review Outcome	Comments
1TB01009-009C12-MEC-CVE-IM-0001	DC QA Check	S Sharma	Accepted	
	Amaala Package Manager	M Challis	Accepted	
	Project Lead	L Siadankay	Accepted	



MAIL TYPE  
Workflow Transmittal

MAIL NUMBER  
AMA12072-WTRAN-003764

REFERENCE NUMBER  
AMA12072-WTRAN-003764

## Final (WF-001061) RI-Digital Infra (MEC 072C05) CV for Document Controller Muhammad Sajjad

From: Mr Ben Berhe - RSG- Amaala Destination


To (8): Mr Sajjad Muhammad - MAS Engineering & Construction Company Ltd. (+7 more...)

Cc (6): Mr Hisham Zohir - MAS Engineering & Construction Company Ltd. (+5 more...)

Sent: Monday, 12 August 2024 2:12:35 PM AST (GMT +03:00)

Status: N/A

### DOCUMENT ATTACHMENTS (1)

File	Document No	Revision	Title	Status
	1R112072-072C05-MEC-CVE-IM-0001	C0	CV for Document Controller Muhammad Sajjad	Accepted with Comments

### MESSAGE

#### Workflow Review History

The attached documents have completed the "RI-Digital Infra (MEC 072C05) CV for Document Controller Muhammad Sajjad" workflow with the following results :

*This transmittal was automatically generated.*

Doc No	Step	Participant	Review Outcome	Comments
1R112072-072C05-MEC-CVE-IM-0001	DC Quality Assurance Check	Z Ghandoura	Accepted	

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Project Team Review

M Asahad

Accepted with Comments

Conditional approval is granted for a period of three months, with final approval dependent on a subsequent performance evaluation.

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Lead\_Project

B Berhe

Accepted with Comments

Conditionally accepted based on performance

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MAIL TYPE  
Workflow Transmittal


MAIL NUMBER  
AMA09035-WTRAN-001269

REFERENCE NUMBER  
AMA09035-WTRAN-001269

## Final (WF-000403) TB Civic Assets – Fire Station (MEC 035C01) CV for Document Controller Muhammad Sajjad

From: Mr Antoine Abinader - RSG- Amaala Destination  
To (8): Mr Sajjad Muhammad - MAS Engineering & Construction Company Ltd. (+7 more...)  
Sent: Tuesday, 24 September 2024 3:17:52 PM AST (GMT +03:00)  
Status: N/A

### DOCUMENT ATTACHMENTS (1)

File	Document No	Revision	Title	Status
	1TB09035-035C01-MEC-CVE-IM-0001	C0	CV for Document Controller Muhammad Sajjad	Accepted with Comments

### MESSAGE

#### Workflow Review History

The attached documents have completed the "TB Civic Assets – Fire Station (MEC 035C01) CV for Document Controller Muhammad Sajjad" workflow with the following results :

*This transmittal was automatically generated.*

Doc No	Step	Participant	Review Outcome	Comments
1TB09035-035C01-MEC-CVE-IM-0001	RSG_DCQC_CHK	A Mushtaq Khan	Accepted	
	RSG_Lead_Review	A Aljohani	Accepted with Comments	Accepted subject to satisfactory completion of 3 month probation and the obligations stipulated in clause 6.9 of the contract.

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RSG\_PkgLead

A Abinader

Accepted with Comments

Accepted subject to  
satisfactory completion of  
3 month probation and  
the obligations stipulated  
in clause 6.9 of the  
contract.

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