

Sufiyan Alam

Sr. Document Controller (NEOM Approved)

✉ Sufiyanmallick123@gmail.com

☎ +966 508193859 / +918434641543

📍 Riyadh

🚩 Indian

🌐 www.linkedin.com/in/sufiyan-alam-9b5b0bb0

📅 12 Nov 1992

♂ Male

📄 Transferable

🎓 EDUCATION

Bachelor of Business Administration

Krukeshtra University

India

Advance Diploma in Computer Application

Super Global Infotech

India

🛠 SOFTWARE & SYSTEM EXPERTISE

EDMS Platforms

Aconex, SharePoint, DMS.

Construction & Engineering Tools

AutoCAD (for drawing review).

Office & Data Management

Microsoft Office Suite (Excel, Word, PowerPoint, Outlook), Microsoft Teams.

File Management Systems

Windows Server file structures, FTP, and cloud-based document sharing systems.

Reporting & Tracking

Excel-based tracking logs, Power BI (basic reporting), and project dashboards.

Standards Compliance

ISO 9001 Document Control Procedures, QA/QC Documentation Management, and Data Security Standards.

📄 ABOUT ME

As a Senior Document Controller with over 12 years of experience in the construction and infrastructure sector in Saudi Arabia, I excel in managing document control operations. Dedicated to ensuring compliance with corporate and client requirements, I maintain efficient and reliable document management systems throughout all project stages. My strong attention to detail, organizational skills, and ability to collaborate with multidisciplinary teams have been key in the successful delivery of major construction projects. Committed to maintaining the highest standards of accuracy, efficiency, and confidentiality in document management.

📁 WORK EXPERIENCE

Sr. Document Controller

MARAMER CONSTRUCTION CO.

10/2022 – Present | (NEOM Approved)

Project:

- Construction of Al-Shabab Football Stadium (Ministry of Sports) with project value of SAR 100 Million.
- Construction of Government Complex for Security Operation_Duba (NEOM) with project value of SAR 200 Million.
- Construction of Government Complex for Security Operation_Shigri (NEOM) with project value of SAR 200 Million.
- Construction of Government Complex for Security Operation_Haql (NEOM) with project value of SAR 200 Million.
- Renovation of NEOM Sports Complex_Tabuk.
- Renovation of King Khalid Stadium_Tabuk.

Responsibilities:

- Established and maintained a comprehensive document control system for engineering, construction, and project management teams.
- Managed all incoming and outgoing documents, including drawings, specifications, RFIs, Prequalification, Inspection & Test Plan, Method Statements material submittals, Invoice and Work Inspection Request correspondence, ensuring correct version control and traceability.
- Ensured compliance with NEOM and Ministry of Sports document control procedures, project standards, and data security requirements.
- Coordinated document flow between consultants, contractors, clients, and project stakeholders to ensure timely approvals and communication.
- Supervised and trained junior document controllers, ensuring accuracy and consistency in document handling.
- Maintained up-to-date document registers, transmittal logs, and metadata records within the Electronic Document Management System (EDMS) such as Aconex, or SharePoint.
- Assisted the project management and QA/QC teams in preparing reports, documentation packages, and handover files.
- Supported internal and external audits by providing complete and accurate documentation.

LANGUAGES

English

Arabic

Urdu

- Successfully implemented document control procedures aligned with NEOM's digital project delivery standards.
- Reduced document turnaround time by improving workflow automation and team coordination.
- Ensured zero documentation-related non-compliances during client and ISO audits.
- Played a key role in the timely submission and approval of construction documents across multiple infrastructure zones.

Document Controller

SAUDI BINLADIN GROUP, KSA

01/2017 – 07/2022

Project:

- Senior Document Controller for the Operation and Maintenance of King Saud Airport in Al Baha (General Authority of Civil Aviation)
- I worked as a Project Manager Secretary and Senior Document Controller at Binladin Headquarters in Jeddah.

Responsibilities:

- Managed and controlled all project documentation related to airport construction, operation, and maintenance in accordance with company and client standards.
- Established and maintained an efficient document control system to ensure the accuracy, accessibility, and confidentiality of project records.
- Coordinated with engineering, construction, quality, and procurement departments to ensure proper document flow and timely submissions.
- Ensured that all documentation complied with contractual and regulatory requirements set by the General Authority of Civil Aviation (GACA).
- Successfully implemented a digital document management system, improving retrieval efficiency and reducing errors.
- Ensured zero non-compliance findings during GACA audits.

Document Controller

AI HOKAIR GROUP, KSA

06/2014 – 07/2016

Responsibilities:

- Managed the registration, tracking, and filing of all incoming and outgoing documents (contracts, correspondence, drawings, reports, permits, etc.).
- Coordinated with project managers, engineers, procurement, and administration teams to ensure timely document submissions and approvals.
- Supported audits and inspections by providing accurate document retrieval and version history.
- Trained staff in document control procedures and promoted best practices in record management.
- Successfully supported multiple retail and hospitality projects under the Al Hokair Group portfolio.
- Ensured 100% compliance with company and client document control standards during audits.

11 Regional Infrastructure

Regional Infrastructure
NEOM
Saudi Arabia



MAIL TYPE

Workflow Transmittal

MAIL NUMBER

NPR-WTRAN-190091

REFERENCE NUMBER

NPR-WTRAN-190091

Final (WF-174842) 4800000720 Design & Build of NEOM Base Economy Assets (SHIGRI) Quality Record Controller (DC) Mr.Sufiyan Alam

From Mr NEOM Infrastructure DC - NEOM - Projects



To (2) Mr 4800000720 Maramer Document Control - Maramer Contracting Company (+1 more...)

Cc (2) Mr Mohamed Ali Kaja Mohideen - Bechtel KSA (+1 more...)

Sent Monday, 1 July 2024 11:21:39 AM AST (GMT +03:00)

Status N/A

DOCUMENT ATTACHMENTS (2)

(0 selected)						
File	Document No	Revision	Revision Date	Title	Status	
	11-600000-4800000720-MCC-QMN-CRS-000047	01	29/05/2024	Quality Record Controller (DC) Mr.Sufiyan Alam	A - Work May Proceed	
	11-600000-4800000720-MCC-QMN-CVS-000035	01	29/05/2024	Quality Record Controller (DC) Mr.Sufiyan Alam	A - Work May Proceed	

MESSAGE

Workflow Review History

The attached documents have completed the "4800000720 Design & Build of NEOM Base Economy Assets (SHIGRI) Quality Record Controller (DC) Mr.Sufiyan Alam" workflow with the following results :

This transmittal was automatically generated.

Doc No	Step	Participant	Review Outcome	Comments
11-600000-4800000720-MCC-QMN-CVS-000035	MCC DCC - EPM DCC	N Infrastructure DC	A - Work May Proceed	

Congratulations



NEOM نيوم



This Certificate has been awarded to

Sufiyan Alam

Position : Senior Document Controller

This is to certify that the Quality Control Team of Maramer Contracting Company (MCC) has successfully completed their responsibilities in ensuring the quality and compliance of our projects. Their dedication, attention to detail, and commitment to maintaining high standards have contributed significantly to our success.

"NEOM Design & Build Base Economy Assets PROJECT"

March, 2025

Dr. Muhammad Tayyab Shafi
Director of Quality Control
MCC-Maramer Contracting Co.

Eng. Arcon Dael Balinquit
QAQC LEAD (Special)
NEOM SMP-Regional Infrastructure

Eng. Mohammad Shakeel Domun
Project Manager (Special)
BECHTEL-Regional Infrastructure



Date : 31/07/2022 G
Corr. : 02/01/1444 H
Emp. Num. : 111360

التاريخ : 31/07/2022 م
الموافق : 02/01/1444 هـ
الرقم الوظيفي : 111360

Service Certificate

شهادة خدمة

This is to certify that the below mentioned employee has worked with us, during the below mentioned period:

تفيد الشركة من يهमे الامر علما ان المذكور والواردة ببياناته ادناه قد عمل لديها خلال الفترة المبينة ادناه:

Name: Sufiyan Md Syeed Alam
Nationality: Indian
Iqama no.: 2440841605
Profession: Document Controller
Employment Period: From: 02/01/2017 G
To : 31/07/2022 G

الاسم : سفيان محمد سيد علم
الجنسية : الهندية
رقم الاقامة : 2440841605
المهنة : Document Controller
فترة العمل : من : 02/01/2017 م
إلى : 31/07/2022 م

This certificate has been given upon his request, after his service's RESIGNATION, and he is free from any obligation towards us. This certificate is issued without any responsibility on the company.

و بناء على طلبه منح هذه الافادة بعدما انتهت خدماته لدينا و هو خالي الطرف.
و قد اعطيت له هذه الإفادة دون أي مسؤولية على الشركة.

مدير الموارد البشرية

HUMAN RESOURCES DIRECTOR

علي بن كداسه

ALI BIN KADASAH



الرقم: ٤٧٠ / ١٣٠١
التاريخ: ١٢ / ١٤٤٢ هـ
المرفقات:



Cluster 2
تجمع مطارات الثاني
مطار الملك سعود بن عبد العزيز بالباحة
King Saud bin Abdulaziz Airport in Al Baha

مشهد

تشهد إدارة مطار الملك سعود بالباحة بأن الموظف / Sufiyan alam md Sayeed alam جواز رقم / U0999244 وبداية عملة بتاريخ ٢٠١٧/٠١/٠٢ م على وظيفة شؤون إدارية بموقع الصيانة وقد اعطي هذا المشهد بناءً على طلبه بدون أدنى مسؤولية على إدارة المطار.

مدير مطار الملك سعود بالباحة

م/ فيحان بن محسن الغامدي



क्रम संख्या
SI. No. 07AC

0381861

08-326648

बिहार विद्यालय परीक्षा समिति

Bihar School Examination Board



प्रमाण-पत्र
CERTIFICATE

माध्यमिक विद्यालय परीक्षा, 2007
SECONDARY SCHOOL EXAMINATION, 2007

यह प्रमाणित किया जाता है कि SUFIYAN ALAM
This is to certify that

रौलकोड 08414 अनुक्रमांक 0003 पंजीयन संख्या 0841/014/02832/06
Roll Code Roll No. Registration No.

आत्मज/आत्मजा श्री*** SAYEED ALAM
Son/Daughter of***

एवं श्री मती BILKISH JAHAN
&*** Smt.

जिनकी जन्म तिथि 12TH NOVEMBER, 1992
born on

हे, ने बिहार विद्यालय परीक्षा समिति द्वारा मार्च, 2007 में आयोजित वार्षिक माध्यमिक परीक्षा
passed the Annual Secondary Examination of the Bihar School Examination Board held in March, 2007

विद्यालय से MURLIDHAR H S JEHANABAD
From School

श्रेणी में SECOND
under division

निम्न विषयों में उत्तीर्ण की :
in the following subjects :

URDU
NATIONAL LANG. HINDI
MATHEMATICS
SOCIAL SCIENCE
NATURAL SCIENCES

ENGLISH

पटना
PATNA
दिनांक
DATE

10-07-2007

Anup K. Sinha

सचिव
Secretary



बिहार विद्यालय परीक्षा समिति, पटना
BIHAR SCHOOL EXAMINATION BOARD, PATNA

औपबंधिक प्रमाण-पत्र
PROVISIONAL CERTIFICATE
इन्टरमीडिएट परीक्षा, 2009
INTERMEDIATE EXAMINATION, 2009

Certified that **SUFIYAN ALAM**

Son/Daughter of **MD SAYEED ALAM**

Roll Code **2202** *Roll No* **10509** *Enlistment No.* **0841/014/02832/06**

of **S.S.COLLEGE, JEHANABAD**

Passed the Intermediate **SCIENCE** *Examination, 2009 held in the*
month of February, 2009 and has been placed in **SECOND** *Division.*

Subjects Offered

COMPULSORY

OPTIONAL

ADDITIONAL

**R. B. NON-HINDI
ALT. ENGLISH**

PHYSICS

MATHEMATICS

HINDI

CHEMISTRY

BIOLOGY

Dated : 01.06.2009

PATNA-800 001

Anup K. Saha

Secretary



बिहार विद्यालय परीक्षा समिति, पटना
BIHAR SCHOOL EXAMINATION BOARD, PATNA
अंक विवरणिका MARKS STATEMENT

इन्टरमीडिएट परीक्षा, 2009 INTERMEDIATE EXAMINATION, 2009

नाम Name **SUFIYAN ALAM**

पिता का नाम Father's Name **MD SAYEED ALAM**

महाविद्यालय College **S.S.COLLEGE, JEHANABAD**

रोल कोड Roll Code **2202**

क्रमांक Roll No. **10509**

सूची संख्या Enlistment No. **0841/014/02832/06**

संकाय Faculty **SCIENCE**

विषय का नाम SUBJECT NAME	कुल अंक F.Marks	पास अंक P.Marks	प्राप्तांक MARKS OBTAINED				विषयवार प्राप्तांक Subject Total
			सै. कुल Theory	प्रायोगिक Practical	Reg.		
					Th.	Pr.	
1. अनिवार्य COMPULSORY : R B NON-HINDI ALTERNATIVE ENGLISH	050 050	015 015	030 031				061
HINDI	100	030	045				045
2. ऐच्छिक OPTIONAL : PHYSICS	100	033	038	021			059
CHEMISTRY	100	033	038	022			060
BIOLOGY	100	033	037	019			056
3. अतिरिक्त ADDITIONAL : MATHEMATICS	100	030	048				048
प्राप्तांक AGGREGATE MARKS : TWO HUNDRED EIGHTY ONE							281
परिणाम RESULT : 2ND DIVISION							

Dated: 01-06-2009

PATNA-800 001

Anup K. Saha
Secretary

SUPER GLOBAL INFO-TECH



Computer Centre

Affi. by : JAN KALYAN SANSTHAN
(Regd. Under Societies Registration Act XXI of 1860)
Regd. No. 1258/2003-04
Website : www.superglobal.co.in

JND/SF-749

CERTIFICATE

This Certificate/ Diploma is awarded to

Mr./Ms./Mrs. SUFIYAN ALAM
S/o, D/o, W/o..... MD SAYEED ALAM
Registration Number..... JND/09/02/ADCA-37-10
On successful completion of Advance Diploma In Computer Application Course,
Duration..... 12th Months
in the: Course:- DCA /DTP/ TALLY 9.0 A Grade *
and has secured : 82.3% Marks, Date of Birth: 12-11-1992
From our study centre : Super Global Info-Tech Computer Centre Jehanabad
on the recommendation of board of examination.

10-Dec.-2010

Date of Issue

Authorized Signature

J.K.S.



CAD VISION CENTER

SL. NO. *cvc/733/10*

GOVT. REGD. NO. 2900

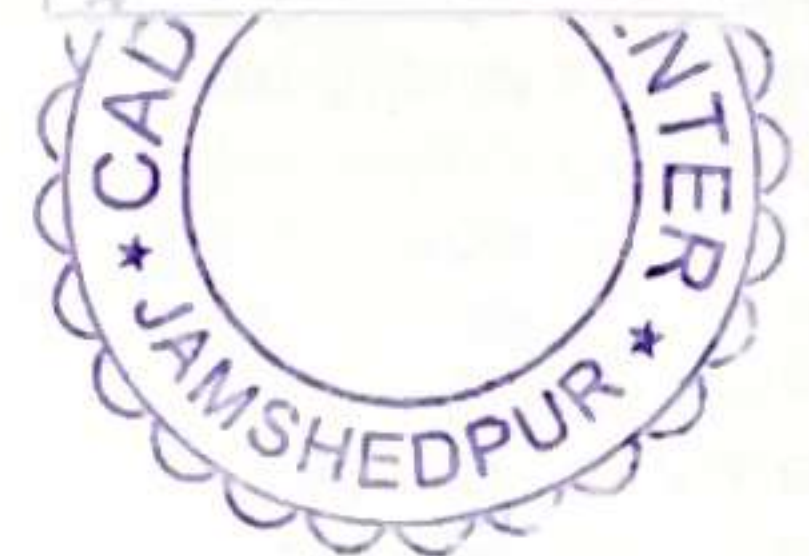
101, ALISONS APARTMENT, 2ND FLOOR,
THAKURBARI ROAD, AAMBAGAN, SAKCHI,
JAMSHEDPUR-831 001, INDIA
www.cadvisioncenter.org



An ISO 9001-2008 Certified

ESTD.- 1998

SESSION... *Mar 10 - Mar 11*



Awards this Certificate to
Mr. *Sujiyan Alam*
Son of Mr. *Md. Sayeed Alam*
has passed the *One year* Trade Course in
Civil Draughtsman Ship
On *8th March 11* with the subjects stated below:

SUBJECTS

1. Engineering Graphics
2. Engineering Drawings
3. Applied Mechanics
4. Practical Geometry

MARKS

87 %
85 %
75 %
86 %

ISSUE DATE... *30.03.11*

Saurin
COURSE CO-ORDINATOR



SIGNATURE OF STUDENT

SAUDI BINLADIN GROUP

OPERATION & MAINTENANCE

Tel.: 012-216-7000 - Fax: 691-7391
P.O.Box 6807, Jeddah 21452
Kingdom of Saudi Arabia



مجموعة بن لادن السعودية

التشغيل والصيانة

هاتف: ٧٠٠٠-٢١٦-٠١٢ - فاكس: ٦٩١-٧٣٩١
ص.ب ٦٨٠٧ جدة ٢١٤٥٢
المملكة العربية السعودية

TRAINING CERTIFICATE شهادة تدريب

This is to certify that

بهذا تشهد الشركة بأن

Mr. **SUFIYAN MD SYEED ALAM** I.D.No. **111360**

السيد / **سفيان محمد سيد عالم** رقمه الوظيفي **١١١٣٦**

has attended a course in **The New Requirement Of Quality Management**

قد حضر دورة تدريبية في مجال **المتطلبات الجديدة في إدارة الجودة**

Title **Quality Management System ("QMS" ISO Standard : 9001 : 2015)**

بعنوان **جودة نظام الإدارة ("QMS" ISO Standard : 9001 : 2015)**

From **10/01/1441 H** Corr. **09/09/2019 G**

في الفترة من **١٤٤١/٠١/١٠ هـ** الموافق **٢٠١٩/٠٩/٠٩ م**

To **10/01/1441 H** Corr. **09/09/2019 G**

إلى **١٤٤١/٠١/١٠ هـ** الموافق **٢٠١٩/٠٩/٠٩ م**

Total Hours **2** Attended **2** Hours

مجموع الساعات **٢** حضر منها **٢** ساعة

الرئيس التنفيذي
Chief Executive Officer

Date **23/09/2019 G**



مدير الموارد البشرية
Human Resources Manager

التاريخ **١٤٤١/٠١/٢٤ هـ**

SAUDI BINLADIN GROUP

OPERATION & MAINTENANCE

Tel.: 012-216-7000 - Fax: 691-7391
P.O.Box 6807, Jeddah 21452
Kingdom of Saudi Arabia



مجموعة بن لادن السعودية

التشغيل والصيانة

هاتف: ٧٠٠٠-٢١٦-٠١٢ - فاكس: ٧٣٩١-٦٩١
ص.ب ٦٨٠٧ جدة ٢١٤٥٢
المملكة العربية السعودية

TRAINING CERTIFICATE شهادة تدريب

This is to certify that

بهذا تشهد الشركة بأن

Mr. SUFIYAN MD SYEED ALAM I.D.No. 111360

السيد / سفيان محمد سيد علم رقمه الوظيفي ١١١٣٦٠

has attended a course in OCCUPATIONAL HEALTH SAFETY & ENVIRONMENT

قد حضر دورة تدريبية في مجال السلامة والصحة المهنية البيئية

Title ENVIRONMENTAL AWARENESS

بعنوان التوعية البيئية

From 16/06/1441 H Corr. 10/02/2020 G

في الفترة من ١٤٤١/٠٦/١٦ هـ الموافق ٢٠٢٠/٠٢/١٠ م

To 16/06/1441 H Corr. 10/02/2020 G

إلى ١٤٤١/٠٦/١٦ هـ الموافق ٢٠٢٠/٠٢/١٠ م

Total Hours 1½ Attended 1½ Hours

مجموع الساعات ١١/٢ حضر منها ١١/٢ ساعة

محمد أ. زارع

Mohammad A. Zarie
الرئيس التنفيذي

Chief Executive Officer



مدير الموارد البشرية

Human Resources Manager

Date 25/02/2020 G

التاريخ ١٤٤١/٠٧/٠١ هـ

SAUDI SERVICES Co. Ltd.

Tel.: 639-0002 - Fax: 639-4914
P.O.Box 51357, Jeddah 21543
Kingdom of Saudi Arabia



الشركة السعودية للخدمات المحدودة

هاتف: ٦٣٩-٠٠٠٢ - فاكس: ٦٣٩-٤٩١٤
ص.ب. ٥١٣٥٧ جدة ٢١٥٤٣
المملكة العربية السعودية

موظف الشهر

EMPLOYEE OF THE MONTH



Mr. SUFIYAN MD SYEED ALAM

السيد / سفيان محمد سيد عالم

is chosen as employee of the month of NOV, 2018

نوفمبر ٢٠١٨ م

تم اختياره موظف الشهر في

due to his outstanding performance

مطار الباحة

لإدائه المتميز في

in AL-BAHA AIRPORT

Date ٢٠١٨/١٢/١٣ التاريخ

المدير الإداري
Administration Manager

مدير العمليات
Operations Manager

S / No. SS 1892

111360

Ali Kadasah

24/12/2018

SAUDI SERVICES Co. Ltd.

P.O.Box 51357 Jeddah 21543

Kingdom of Saudi Arabia

Tel.: 012-639 0002



الشركة السعودية للخدمات المحدودة

ص.ب ٥١٣٥٧ جدة ٢١٥٤٣

المملكة العربية السعودية

تليفون: ٠١٢-٦٣٩ ٠٠٠٢

موظف الشهر EMPLOYEE OF THE MONTH



Mr. SUFIYAN MD SYEED ALAM

السيد / سفيان محمد سيد علم

is chosen as employee of the month of NOV, 2019 نوفمبر ٢٠١٩ م

تم اختياره موظف الشهر في

due to his outstanding performance

لأدائه المتميز في مطار الباحة

in AL. BAHA AIRPORT

Date ٢٠١٩/١٢/١٦ التاريخ

مدير الموارد البشرية
Human Resources Manager

مدير العمليات
Operations Manager

S / No. **0251**

111360

علي كداسه
Ali Kadasah

SAUDI SERVICES Co. Ltd.

P.O.Box 51357 Jeddah 21543

Kingdom of Saudi Arabia

Tel.: 012-639 0002



الشركة السعودية للخدمات المحدودة

ص.ب ٥١٣٥٧ جدة ٢١٥٤٣

المملكة العربية السعودية

تليفون: ٠١٢-٦٣٩ ٠٠٠٢

موظف الشهر

EMPLOYEE OF THE MONTH

Mr. SUFIYAN MD SYEED ALAM

السيد / سفيان محمد سيد علم

is chosen as employee of the month of DEC, 2020 ديسمبر ٢٠٢٠ م تم اختياره موظف الشهر في

due to his outstanding performance مطار الباحة لأدائه المتميز في

in AL. BAHA AIRPORT

Date ٢٠٢١/٠٢/٠٧ م التاريخ

مدير عام الموارد البشرية
Human Resources Director

علي كداسه
Ali Kadasah

مدير عام العمليات
Chief Operations Officer

S / No. **0556**

111360