

# Safwan Abdulrahman

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## Profile

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Senior Document Controller with 12 years' experience managing document lifecycles for large-scale construction and consultancy projects across Saudi Arabia, including NEOM, Red Sea Development, Riyadh Metro and Diriyah Gate. Aconex-accredited specialist with extensive SharePoint experience who designs workflows, manages transmittals and enforces strict version control to ensure compliance, accelerate approvals and maintain audit-ready records. Proven in quality assurance, stakeholder coordination, reporting and training—streamlining document access and eliminating approval bottlenecks to support on-time project delivery.

## Projects

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### Limestone Plinth & Pavers Production and Storage for Diriyah Project

### Najdi Traditional Material Processing Facility for Diriyah Project

### Riyadh Metro, Line 5

### Red Sea (Ummuhat Al-shaik Island, Hotel 11)

### NEOM Mobility Hub

### NEOM 5 Offices village

### King Abdullah Housing Projects (KAP5 & KAP2)

### Mayasem Housing Projects

### Riyadh Park Mall Project

## Professional Experience

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### Senior Document Controller, SETS Engineering Consultants, Riyadh

Dec 2022 to Present

Senior Document Controller for Diriyah Project (Najdi Traditional Material Processing Facility; Limestone Plinth Production & Storage). Key responsibilities and achievements:

- Lead Aconex and SharePoint document lifecycle: upload, version control, permissions, transmittals and distribution to consultants, contractors and PMCs to ensure strict compliance with client standards.
- Designed and implemented standardized workflows, templates and transmittal procedures to accelerate approvals and improve traceability across stakeholders.
- Maintained centralized document registers and status trackers (Aconex/Excel); prepared daily, weekly and monthly progress reports and dashboards for project leadership.
- Established QA checks and audit-ready filing procedures; supervised and mentored junior document controllers and delivered Aconex/SharePoint training sessions.
- Attended project meetings, recorded minutes and coordinated actions between consultants, contractors and asset PMCs to resolve document issues and support timely delivery.

### Senior Document Controller, FAST Consortium

Jun 2022 to Dec 2022

- Managed end-to-end document control for the projects: receipt, compliance checks, logging, uploading to Aconex and routing for consultant approvals.
- Enforced client standards by reviewing subcontractor submissions for codification, title blocks and logos; returned non-compliant documents for correction.
- Maintained and reconciled Excel logs and project matrices to ensure accurate tracking of document statuses and transmittals.
- Created Aconex IDs, mail distribution groups and workflow templates; issued transmittals and transmitted project communications (daily/weekly reports, letters) to consultants and stakeholders.
- Distributed consultant feedback and tracked responses to close review cycles and prevent approval delays.

### Document Controller, AHK Worldwide

Dec 2021 to Jun 2022

- Coordinated tracking of incoming and outgoing documents, ensuring timely logging and distribution for client review.
- Prepared and organized documents for approval, verifying signatures and adherence to submission guidelines.
- Submitted and retrieved documents via Aconex and maintained accurate records and logs.
- Supported project teams with document retrieval, archiving and compliance checks to expedite review cycles.

### Document Controller, BEC Company

Dec 2015 to Dec 2021

- Reviewed subcontractor deliverables for compliance with client standards and project specifications.
- Prepared and issued transmittals to consultants, recorded acknowledgments and maintained status trackers for accurate reporting.
- Managed electronic and physical archives of finalized documents and facilitated retrieval for audits and construction teams.
- Utilized Aconex to submit, retrieve and track documentation across multi-disciplinary project teams.

### Document Controller, Egis Projacs

Mar 2015 to Dec 2015

- Ensured contractor-submitted documents met client requirements and quality standards (WIR, MIR, RFI, NCR, SIN, SOR).
- Managed copying, scanning, organizing and distributing documents to technical and site teams to maintain information flow.

- Coordinated review follow-ups with stakeholders and forwarded feedback to contractors to close review cycles.
- Maintained and updated document status trackers and prepared weekly and monthly client reports.
- Collaborated with site teams to streamline project activities and support progress tracking.

Played a key role in facilitating communication and accurate information flow across the project.

## Education

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### **AJK College of Arts & Science**

Bachelor of Computer Application, Aug 2013

### **Mount Seena Public School**

Commerce with Computer Application, Mar 2010

### **DHSS Higher Secondary School**

Senior Secondary School, Mar 2008

## Skills

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Training and Support  
Communication and Collaboration  
Minutes of meeting

Version Control and Recordkeeping  
Continuous Improvement  
File Archiving

Document Control Systems  
(Aconex, SharePoint)  
Microsoft Office Packages (Word,  
Excel, PowerPoint, Outlook and  
Onedrive)  
Data Entry

Quality Assurance and Compliance  
Multitasking  
Other software program packages  
(Primavera, Adobe Acrobat PDF,  
Procore)

## Certification

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### **Aconex Accredited Professional (Oracle)**

### **Aconex Accredited Specialist (Oracle)**

### **Primavera Contract Management (SEMCO MANAGEMENT UK LTD)**

## Technical Proficiencies

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**Document Management Systems:**  
**Electronic Document Management:**  
**File Management:**  
**Quality Assurance and Compliance:**  
**Reporting and Analytics:**

Proficient in tools like Aconex, SharePoint, Procore for managing digital documents.

Knowledge of best practices for electronic document management, including version control and archiving.

Ability to organize, categorize, and maintain both physical and electronic files for easy retrieval.

Understanding of compliance standards and documentation requirements for construction and project management.

Proficient in data entry techniques and maintaining databases for project documentation.

Skilled in generating reports related to document status, compliance checks, and project updates.

**Collaboration Tools:**

Experience with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, OneDrive) for document creation and communication.