

Mohamed Atef Ouda

SENIOR DOCUMENT CONTROLLER

Riyadh, Saudi Arabia ■ +966561281269 ■ matef331@gmail.com

ABOUT ME

Document Controller with 14 years of experience in construction and engineering projects. Highly skilled in managing document workflows, Primavera Contract Management (PCM), PMWeb, Aconex, tracking logs, archiving systems, and ensuring strict compliance with document control procedures. Proven ability to maintain document accuracy, integrity, and timely distribution across multidisciplinary project teams.

WORK EXPERIENCE

Consultancy Group

Jan 2026 - Present

Senior Document Controller (Supervision)

Project: Outdoor Advertising With Al Arabia Company (Billboards) Projects (Inter City, King Khaled Airport, Massar Makkah, Riyadh Metro, Remat, Dubai Projects).

- Develop and prepare advanced reports using Power BI and interactive dashboards to track document status, monitor KPIs, and support data-driven decision-making.
- Manage and control all project documentation, including drawings, material submittals, RFIs, and official correspondence.
- Ensure implementation of document control procedures, including version control, tracking, and proper distribution.
- Coordinate with contractors, consultants, and clients to ensure timely review and approval of documents.
- Utilize OnSite system for document workflow management, internal routing, and archiving.
- Manage client submissions and transmittals through OnSite system.
- Prepare and maintain document control logs (Submittal Log, RFI Log, IR Log).
- Support project closeout by compiling As-Built drawings and handover documentation.
- Maintain accurate and auditable records in line with contractual and project requirements.

Proger International SPA - Consulting and Project Management

Jun 2023 - Dec 2025

PMO Document Controller

- Acting User Administrator for the PMWeb system, managing user access, permissions, and system configuration.
- Created and managed document review workflows within PMWeb systems.
- Prepared and distributed formal company invitations for tenders, meetings, site walks, and project briefings, with full tracking and response control (NDA).
- Created and maintained project-specific document control procedures and work instructions.
- Uploaded project drawings, reports, specifications, schedules, and technical documents into EDMS platforms.
- Assigned and verified metadata (Document Number, Revision, Title, Discipline, Status).
- Ensured compliance with project naming conventions and coding procedures.
- Workflow Management & Approvals: Assigned appropriate reviewers and approval sequences per workflow matrices.
- Monitored workflow progress and issued reminders for overdue reviews.
- Closed workflows upon final approval and ensured proper comment recording.
- Generated formal project communications (RFIs, NCRs, technical queries, and approval notices).
- Verified metadata accuracy, document codes, and revision compliance prior to distribution.
- Distributed documents to relevant engineering, procurement, and site teams.
- Verified correct classification for document types (Drawings, MOM, PPY, CRS, SRR, etc.).

Senior Document Controller

- Coordinated all activities related to the Document Control processes, including management of technical documents, drawings, and commercial correspondence.
- Maintained accurate and up-to-date document registers and tracking logs to ensure data integrity.
- Prepared periodic document control status reports covering submissions, approvals, and distribution progress.
- Distributed controlled copies of the latest approved documents and drawings to project teams, subcontractors, and suppliers in accordance with distribution matrices.
- Maintained comprehensive records of all approved documents and drawings with clearly documented distribution and revision histories.
- Managed safe storage, filing, and archiving documentation to ensure preservation, protection, and easy traceability.
- Maintained active control of project files, registers, correspondence logs, and transmittal records as per project procedures.

Beijing Emirates Int'l Construction Company

Jan 2015 - Jun 2018

Senior Document Controller

- Registered all internal and external project documents using Primavera Contract Management (PCM), leveraging Primavera P6 for tracking and coordination.
- Developed, maintained, and updated project-specific document control procedures and work instructions.
- Attended weekly and monthly progress and review meetings to provide updates on document workflows and pending actions.
- Collaborated with cross-functional project teams to ensure efficient document handling and eliminate delays.
- Designed and implemented performance metrics (KPIs) to monitor document controller activities, document movement, and reporting against targets.
- Implemented and managed the project Document Management System (EDMS).
- Ensured adequate staffing to maintain timely processing and distribution of project documentation.
- Maintained responsibility for accuracy, integrity, and compliance of all project documents.
- Assigned daily tasks and responsibilities to the document control team, monitoring performance and productivity.
- Maintained document distribution matrices, rosters, and communication registers.
- Enforced archiving policies and contractual requirements for all documentation.
- Applied information security and confidentiality procedures to all project documents.

Saudi Bin Laden Group

Jan 2011 - Dec 2014

Document Controller

- Working on Primavera & Share Point.
- Working on BI Publisher for Reporting.
- Preparing Transmittals for Out Going Drawings.
- Registering all the Incoming Drawings & Documents.
- Maintaining all the Records and working copies.
- Arranging for the Distribution of Drawings & Documents.
- Registering all the Incoming & Outgoing CD & saving that Information on a Particular Folder.
- Maintaining Files for the Project.
- Archiving all the Documents & Drawings to Warehouse.
- Preparing Archiving Register.
- Scan all the verified Documents and store in the Document Management Software.
- Keep the Physical Documents in an appropriate file.
- Preparing & closing snagging lists.
- Keeping the records of Superseded Drawings.
- Work on the project regarding internal acts (IR, SI, CCR, RFI, MIR, WIR, NCR, RFC, and LETTERS) and follow all the foregoing with the consultant in charge.
- Reviewing and proofreading documents for consistency in document formats and system concerns.
- Receiving all income documents from the company.
- Distributing the documents to the company's departments.
- Sending and receiving faxes, e-mails.
- Writing letters with references to all companies.
- Preparing monthly Reports, Weekly Report.

EDUCATION

Zagazig University

2009

Faculty of Commerce, Account, Good

LINK

LinkedIn

[linkedin.com/in/mohamed-atef-ouda-605a97b6](https://www.linkedin.com/in/mohamed-atef-ouda-605a97b6)

SKILLS

Primavera Contract Management (PCM)



Aconex



BI Publisher (for reporting)



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



Primavera P6



PMWeb



Dashboard & Power BI



Adobe Acrobat Professional 7/8



PERSONAL DETAILS

Nationality

Egyptian

Date of birth

1988

Visa status

Transferable

COURSES

Primavera PCM Certificate

ICDL (International Computer Driving License) Certificate

Aconex Certificate