

# OSAMA NASER BASHA

## Senior Document Controller

(5+ Years' Experience)



### CAREER OBJECTIVE

Highly organized and detail-oriented Document Controller with 5 years of experience in managing the document lifecycle. Proven ability to implement and maintain document control systems, ensuring efficient organization, retrieval, and security of critical documents. Skilled in utilizing document management software and maintaining document accuracy and compliance with company standards and regulations.

### PROFESSIONAL EXPERIENCE

Position: **Senior Document Controller**

Company: **Arch Centre Consulting Engineers**

Project: Kingdom Gate Tower – Al-Khobar

Duration: 2024 to Present

- Print and distribute documents as needed.
- Scan and upload documents according to company procedure.
- Collect and register all technical documents such as drawings and blueprints in the company's system.
- Review and update documents for maintenance and quality control.
- Keep personnel updated on new document versions and access procedures.
- Handle records across various departments.
- Create templates for use by other personnel.
- Maintain confidentiality regarding sensitive documents.
- Establish and maintain record retention timelines.
- Upload project-related documents (Shop Drawings, Material Submittals, Method Statements, Inspection Requests, etc.) to Aconex.
- Create an Excel log for record maintenance and follow up with consultants on pending submittals.
- Check for accuracy and edit files, such as contracts.
- Review and update technical documents (manuals and workflows).
- Distribute project-related copies to internal teams.
- File documents in both physical and digital records.

### CONTACT

#### Phone

(+966) 54-7152425

#### Email

osamanen@gmail.com

#### LinkedIn

<https://www.linkedin.com/in/osama-basha-661543289/>

### EDUCATION

#### Menofia University

*Bachelor's in commerce*

### RELEVANT SKILLS

Digital Data Analytics

Digital Marketing

Aconex (Basic)

Microsoft Office

PM Web

Expert in Excel

Position: **Senior Document Controller**

Company: **Ansab General Contracting Company**

Project: Alfulwa Project (Client: Roshn)

Duration: 2023 to 2024

- Receiving and sending all discipline design changes and technical queries related documentation.
- Tracking the pending documents through weekly reports.
- Trace transmittal folders, create a hyperlink for quick access.
- Organize necessary filling and archiving of technical documents.
- Communicate effectively of engineering staff on the status of drawings.
- Ensure that the documents control functions being performed in accordance with the procedures and in a timely manner.
- Assisting departments with queries on documentation requirement & submission.
- Detail oriented and resourceful in the completion of projects with the ability to achieve multitasks effectively and to work in a fast-paced environment meeting strict deadlines.
- Proven ability to gather extract and use data effectively.
- Work with documents and records across various departments, including human resources, marketing and construction.
- Organize individual with exceptional follow through abilities.
- Arrange and provide transport to all employees and staff as per their contracts.
- Prepare time sheets of employees, equipment and submit to main client for approval.

Position: **Document Controller**

Company: **Alomaier Company for Trading and Contracting OTC**

Project: Riyadh Avenues Project (Client: Shomoul)

Duration: 2022 to 2023

- Prepare and distribute regular reports on document status, including any outstanding issues, to project teams and management.
- Maintain logs and tracking reports for all documents in the system.
- Work closely with project managers, engineers, and other team members to ensure proper document flow and timely completion of project milestones.
- Act as the main point of contact for all document-related queries within the project team.
- Primarily office-based with occasional visits to project sites.
- May involve working under tight deadlines and managing a high volume of documents.
- Maintain a well-organized and tidy office environment.
- Order office supplies, manage inventory, and liaise with suppliers to ensure timely replenishment.
- Handle maintenance of office equipment and coordinate repairs as needed.
- Serve as the primary point of contact for incoming calls, emails, and other correspondence.
- Draft, edit, and distribute communications including memos, letters, and reports.

Position: **Document Controller / Assistant HR**

Company: **Al-Fatimia Contracting Company**

Project: Nahariya Sewage Pumping Station Project

Duration: 2020 to 2022

- Copying, scanning, and storing various project documents to maintain organized records.
- Ensuring the accuracy of documents, including contracts, and editing files when necessary.
- Reviewing and updating technical documents such as manuals and workflows.
- Distributing project-related copies to internal teams for collaboration and reference.
- Primarily office-based with occasional visits to project sites.
- May involve working under tight deadlines and managing a high volume of documents.
- Maintain a well-organized and tidy office environment.

**Language Skill:**

Arabic, English



MAIL TYPE  
Workflow Transmittal

MAIL NUMBER  
DAE-WTRAN-028795

REFERENCE NUMBER  
DAE-WTRAN-028795

## Final (WF-015106) CV for Senior Document Controller - Osama Basha

From Mr Syed Ubed Ullah - DAR ENGINEERING PROJECT MANAGMENT & SUPERVISION CONSULTANTS


To (4) Mr Osama Basha - ANSAB (+3 more...)

Cc Mr Mohamad Hussein - ROSHN Real Estate

Sent Wednesday, 8 November 2023 8:29:59 AM AST (GMT +03:00)

Status N/A

### DOCUMENT ATTACHMENTS (1)

File	Document No	Revision	Revision Date	Title	Status
	00501-AGC-PRR-00044	01	31/10/2023	CV for Senior Document Controller - Osama Basha	A - Approved

### MESSAGE

#### Workflow Review History

The attached documents have completed the "CV for Senior Document Controller - Osama Basha" workflow with the following results :

*This transmittal was automatically generated.*

Doc No	Step	Participant	Review Outcome	Comments
00501-AGC-PRR-00044	Consultant	S Ubed Ullah	A - Approved	CV accepted to work as Senior Document Controller at Al Fulwa Project



MAIL TYPE  
Workflow Transmittal

MAIL NUMBER  
WSP-WTRAN-001136

REFERENCE NUMBER  
WSP-WTRAN-001136

---

## Final (WF-000593) CV for Senior Document Controller - Osama Basha

---

From PMC DC HASA - WSP Middle East

To (2) Mr Osama Basha - ANSAB  
PMC DC HASA - WSP Middle East

Cc (4) Zia Raja - SEVEN  
Kausar Ahmed - SEVEN  
Batool AlBabtain - SEVEN  
Mr Mansoor Syed - Turner & Townsend International

Sent Thursday, 16 November 2023

### MESSAGE

#### Workflow Review History

The attached documents have completed the "CV for Senior Document Controller - Osama Basha" workflow with the following results :

*This transmittal was automatically generated.*

Doc No	Step	Participant	Review Outcome	Comments
3HASA13-HASA-07-AGC-PM-CV-00003	PMC DC	P HASA	B - Approved with Comments	Refer to previous comments. It is essential that the DC will properly manage all the documents as expected, this includes notifying the team for any delayed submissions. This no objection is conditional to Osama's performance during the coming period.

---

