

# MOHAMED JASMY

## Senior Document Controller | Project Document Controls Specialist

Oracle Aconex (EDMS) - Advanced/Expert User

Oracle Primavera Unifier - Advanced/Expert User (Saudi Aramco EPM Environment)

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Accomplished Senior Document Controller with 18+ years in GIGA-scale construction, district cooling, and dam projects across Saudi Arabia, including key Vision 2030 initiatives. Expert in ACONEX, Oracle, Aramco EPM, SharePoint, and SAP ERP. Manages full document lifecycle ensuring compliance, accuracy, and version control. Coordinates stakeholder document flow to support QA/QC and project controls. Skilled in contract administration, payment review, EOT claims, CPM analysis, and risk management. Experienced in training teams, implementing DMS, and ensuring compliance on multi-billion SAR projects.

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Tabuk, Trojena NEOM, KSA

## CORE HIGHLIGHTS

- Managed document control for projects valued up to USD 4.712 billion within the NEOM Trojena Dam Project ensuring accurate tracking, version control, and compliance with project standards.
- Expert in ACONEX Oracle and Saudi Aramco EPM Unifier & Microsoft SharePoint systems
- Actively involved in multiple Saudi Vision 2030 projects including Red Sea Project, King Salman Park, Diriyah Gate and the Business Park District Cooling Plant (KFUPM).
- Skilled in full document lifecycle management: creation, review, distribution, tracking, and archival.
- Experienced in establishing and maintaining document registers and developing efficient document control workflows.
- Proven ability in QA/QC documentation, NCR processing, vendor submittal reviews, and audit compliance.
- Experienced in project controls, schedule analysis, payment application review, and change order management.

## CORE SKILLS

- Document Lifecycle Management
- ACONEX Oracle & EPM Unifier & Microsoft SharePoint
- Transmittal & Correspondence Control
- RFI, NCR, Change Order, Submittal Management
- Project Scheduling (CPM)
- Delay Analysis
- Payment Application & EOT Claim Review
- Risk Register Management
- Change Control Processes
- QA/QC Documentation & Reporting
- Inspection Coordination
- Non-Conformance Reporting (NCR) & Closure
- Audit Compliance
- Policy & Procedure Implementation
- ISO Standards Filing
- Team Training & Onboarding
- Document Management Plan Implementation
- Communication Matrix Development
- Professional IT knowledge and skills.
- Microsoft Office Suite (Excel, Word, PowerPoint)
- AutoCAD
- Saudi Aramco EPM Unifier, SAP Ariba, SAP ERP

## WORK EXPERIENCE

### Senior Document Controller

Feb 2024 - Present

**Webuild S.p.A.** | NEOM Trojena Dam, Lakebed Treatment & Bow Project (SAR 17.67 Bn)

Tabuk, KSA

- Manage the complete engineering document review workflow between Contractor, Owner's Engineer, O&M Company, and Engineering Department, providing regular document status reports to stakeholders.
- Developed and implemented master indexes for the NEOM Trojena Dam Project, managing 100,000+ project documents to ensure accurate tracking, version control, and efficient retrieval
- Administer the ACONEX Oracle system, including user creation, role assignment, workflow template design, and coordination with Oracle support for troubleshooting and system upgrades.
- Control the flow of all project transmittals, correspondence, RFIs, NFCs, RFMs, CVIs, change orders, site instructions, and submittals.

- Prepare and maintain project organization charts and communication matrices; onboard and train new project staff in Aconex protocols and documentation standards.
- Ensure strict adherence to the project distribution matrix and document management plan.

### Senior QA/QC Document Controller

Apr 2023 - Feb 2024

**China Railway Construction Corporation (CRCC-SA)** | Saudi Aramco Corporate Academy Project (SAR 500 Mn)  
Dhahran, KSA

- Acted as the Document Management Department focal point for Saudi Aramco's EPM Unifier system & SAP (Oracle), established, monitored, and updated the Project Distribution Matrix.
- Managed and maintained auditable technical documentation and project correspondence for contractors, consultants, internal teams, and key stakeholders
- Prepared daily RFI schedules, initiated RFIs in the EPM system, and compiled daily, weekly (WQR), and monthly (MQMR) quality reports.
- Coordination in review of QA/QC Documents that included Method Statements, ITP, FAT, Inspection calls & NCR.
- Managed comprehensive hard and soft copy archive filing systems; coordinated document control activities with EPC contractor teams.
- Prepared daily progress reports based on input from document control staff.

### Senior Document Controller

Apr 2016 - Mar 2023

**Saudi Tabreed | Multiple District Cooling Projects, District Cooling Company\_(Client)** | KKIA, King Salman Park, Red Sea Project, Diriyah Gate) | Business Park District Cooling Plant (KFUPM) Al Khobar, KSA. Coordinating document control with Main Contractor (SNC-Lavalin/AtkinsRéalis) and Client's Consultant (Fitton & Allied).

- Oversaw document control for multiple Vision 2030 district cooling schemes, implementing and maintaining Document Management Plans and Communication Matrices.
- Processed milestone invoices, variation orders, unpriced POs; assisted in payment application reviews and technical/commercial bid evaluation.
- Managed and controlled the complete documentation flow, including filing, archiving, and document handover processes across Head Office and project sites, ensuring compliance and continuity throughout all project phases (Engineering, Procurement, Construction, and Commissioning).
- Responsible for receiving, circulating, and coordinating the complete engineering document review process between the EPC Contractor, Owner's Engineer, O&M Company, and the Engineering Department. Trained, onboarded, and mentored new staff in Aconex usage and project documentation protocols.

### Document Controller

Jan 2009 - Mar 2016

**ALAQSA Engineering Consultancy** | PMC & Infrastructure & MEP Projects, State of Qatar

- Maintained document control processes to ensure timely deliverable distribution and project compliance.
- Managed all project correspondence and submittal records, with an organized filing system per ISO standards.
- Supported project teams through to handover, coordinating closely with Head of Department, Engineers, and the Project Manager.

### Document Controller/Accounts Assistant

Jan 2003 - Dec 2008

**Sierra Construction (Pvt) Ltd.** | Colombo, Sri Lanka

M/s. Sierra Construction (Pvt) Ltd is a Certified ISO standard company with grade "A" (C1) classification as General Contractor and a key player in the Sri Lanka Construction Industries. M/s. Sierra Construction (Pvt).

- Handling and processing of Milestone Project Invoice Payment, Project Unpriced P.O., Variation Orders related to The Contractor, Owners Engineers and to/from The Partner Company
- Responsible for Control/Track/Issue of complete project documentation such as incoming and outgoing correspondence, site instructions, change orders, NFC, RFI, CVI,RFM, Letters, staff daily report, Submittals and other forms of pertinent documents from the client and subcontractors

## KEY PROJECTS INVOLVED (SAUDI VISION 2030)

- NEOM Trojena | Design & Build of Dams, Lakebed Treatment & Bow Structure
- Saudi Aramco Corporate Academy | Dhahran
- King Salman Park District Cooling Plant | Riyadh
- Red Sea Project District Cooling Plant |
- King Khaled International Airport (KKIA) | District Cooling Plant, Riyadh
- KFUPM District Cooling Plant | Dhahran Techno Valley
- Diriyah Gate Development Project | Riyadh

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## PROFESSIONAL QUALIFICATION

**Higher National Diploma (HND) in Quantity Surveying** **2024**  
NQual & British Council | United Kingdom

**Professional Diploma** **2014**  
Association of Accounting Technicians of Sri Lanka (AAT) | Sri Lanka

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## ACADEMIC QUALIFICATION

**Bachelor of Economic** **2002**  
University of Peradeniya | Sri Lanka

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## PROFESSIONAL COURSES/ACCREDITATION & TRAINING

### EDMS/ Document Management

- Successfully secured Aconex accredited associate accreditation authorized by oracle university
- Successfully earned Aconex accredited professional accreditation authorized by oracle university
- Successfully earned Aconex accredited specialist accreditation authorized by oracle university
- Successfully earned the oracle learning explorer batch for Aconex complete course
- Successfully completed Mastering Aconex: Complete Guide to Document Control by Udemy.com
- Completed certificate course in introduction to electronic document management offered by alison.com
- Completed certificate course in document control: from principles to practice offered by alison.com
- Completed certificate course in office 365 Sharepoint for end users offered by alison.com
- Successfully completed Aconex EDMS (Electronic Document Management System) training, covering document control workflows, transmittals, approvals, and project collaboration. (Udemy)

### Other Courses

- Completed the course “Excel Essential Training (Microsoft 365)” Completed the course “SAP ERP Essential Training”
  - Contractual Arrangement, Risk Allocation & Project Financing Training (2021)
  - Cost Sheet Review Workshop | Saudi Aramco Community Services
  - ACONEX (Oracle) Construction Project Controls Certification
  - SAP Ariba | Saudi Aramco e-Marketplace Platform Training
  - Designing Impact Assessment Workshop | GTZ Performance Improvement Project
  - Trainer Training Programme (MDTD/GTZ) | British Council STEPS
  - Diploma in Computer Studies | Islamic Institute of Information Technology
  - Diploma in English (Skills through English for Public Servants) British Council & Australian Aid (2013)
  - Diploma in English| ICBT Campus (2014)
  - Diploma in Computer Application Fusion Education
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## AWARDS / RECOGNITIONS

Employee of the month | September 2024 | Webuild S.p.A. | Saudi Arabia

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## LANGUAGES

English | Advanced

Sinhalese | Advanced

Arabic | Professional

Tamil | Native

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## PERSONAL DETAILS

Nationality | Sri Lankan