


AHMED ZAKI EL-BALLAT

Document Control Team Leader | Senior Document Controller | EDMS Specialist

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Professional Summary

Results-driven Document Control Team Leader with over 14 years of experience in document management, data entry, and project documentation control across large-scale construction and government projects in Saudi Arabia and Egypt. Proven expertise in managing document workflows, supervising document control teams, ensuring compliance with QA/QC procedures, and maintaining accurate document lifecycle processes. Highly skilled in Primavera Contract Management, EDMS, Aconex, and project correspondence management.

Core Competencies

- Document Control Management
- Team Leadership & Supervision
- Document Lifecycle Management
- Transmittal Management
- Technical Submittals
- Shop Drawings Control
- RFI Management
- Document Archiving
- Correspondence Management
- QA/QC Documentation
- Records Management
- EDMS Administration
- Workflow Coordination
- Data Entry Management
- Audit Compliance

Professional Experience

Document Controller Team Leader

Al Rajhi Building and Construction Group

Jizan, Saudi Arabia – ARAMCO Royal Commission Saudi Arabia | 2024 – Present

- Lead and supervise the document control and data entry team for project documentation activities
- Manage document submission, review, approval, and distribution processes
- Coordinate with consultants and engineers for document approvals
- Maintain document registers and transmittal logs
- Ensure compliance with project quality and safety documentation standards
- Prepare official project correspondence and reports

Document Controller & Data Entry Specialist

Egyptian Holding Company for Silos & Storage

Egypt | 2017 – 2024

- Managed and organized project documents and operational records
- Maintained supplier, client, and invoice data accuracy
- Established efficient electronic and physical archiving systems
- Prepared periodic operational and management reports
- Maintained confidentiality and document security compliance

Document Controller Team Leader (Primavera Contract Management)

Saudi Binladin Group

Riyadh, Saudi Arabia | 2014 – 2016

- Supervised document control operations using Primavera Contract Management
- Managed project submittals, RFIs, and consultant approvals
- Prepared daily and weekly document status reports
- Controlled document workflows and distribution channels
- Closed pending documentation tasks on system

Senior Document Controller

Saudi Binladin Group – Head Office

Riyadh, Saudi Arabia | 2012 – 2014

- Managed document archiving for project files and engineering drawings
- Controlled internal and external document flow
- Created document templates and filing systems
- Maintained electronic and manual records management systems

Document Controller & Secretary

Engineering Consultant Office RAMZ

Riyadh, Saudi Arabia | 2011 – 2012

- Prepared official letters and project documentation
- Organized project filing systems and records
- Coordinated with engineers, contractors, and clients

Document Controller (Primavera Contract Management)

Princess Noura University Project

Riyadh, Saudi Arabia | 2011 – 2012

- Performed data entry and document archiving tasks
- Prepared daily reports and maintained document logs
- Managed project filing systems and document tracking

Education

Diploma in Relationship Management and Quality Management

Academy of Specialized Studies – 2007

Commercial Secondary School

Accounting & Secretarial

Technical Skills

- Oracle Primavera (PCM)
- Aconex
- EDMS
- Microsoft Excel
- Microsoft Word
- Microsoft PowerPoint
- Document Registers
- Filing Systems
- Team Leadership
- Document Archiving (Electronic & Manual)
- Submittal Tracking

Certifications

- ICDL (International Computer Driving License)
- Microsoft Office Certification
- English Language Training
- Administrative Accounting
- Accredited Consulting Office Coordinator – Royal Commission Compliance

Languages

- Arabic (Native)
- English (Good)