

Md Abdullah

Current Address: Al Dammam, Kingdom of Saudi Arabia

Mobile: +966 59 778 1806 (Valid KSA License)

Email: doc.controller11@gmail.com



Senior Document Controller with over 10 years of experience at Al Yamama Company. Primarily involved with Saudi Aramco, the US Army Corps of Engineers, and Port Projects. Skilled in document control and encoding, as well as organizing files for secure storage, quick retrieval, and systematic updates. Proficient in Microsoft Windows applications. Develops databases for tracking and reporting purposes. Works effectively with minimal supervision and demonstrates a positive work ethic.

Experience

Senior Document Controller (Estimation)-December 2013 to Present

Al Yamama Company for trading and contracting-Kingdom of Saudi Arabia

- Proficiently manage the archiving, scanning, and printing processes, including the systematic renaming, recording, and filing of incoming hard and electronic copies of drawings, both internal and external.
- Diligently receive, issue, log updates, and maintain all project-related documentation, such as drawings, specifications, datasheets, design calculations, and other pertinent project documents.
- Ensure the current version and easy accessibility of all management system documentation.
- Record, check, and meticulously track all incoming and outgoing project documents, vendor data, and engineering design drawings.
- Process and record incoming and outgoing vendor data and engineering design drawings, maintaining comprehensive document logs for correspondence, material approval submittals, shop drawings, and RFIs (incoming and outgoing).
- Maintain meticulous document logs, ensuring proper initialing when files are retrieved from the filing room.
- Compile and monitor lists of office furniture, equipment, and site office workstation equipment.
- Assist in the preparation of operations manuals and job data books, including developing indices, binders, dividers, and overseeing timely printing and assembly.
- Support the preparation of meeting minutes with project managers and directors.
- Maintain a register of all incoming and outgoing mail, including stamping, recording, and circulating mail in accordance with Project Communication and Document Control and Site Supervision Quality Procedures.
- Demonstrate exceptional proficiency in computer networking and software skills, coupled with excellent organizational abilities.
- Execute tasks such as copying, scanning, and storing documents, ensuring accuracy, and editing files, including contracts.
- Review and update technical documents, distribute project-related copies to internal teams, and file documents in both physical and digital records.
- Create templates for future use and retrieve files as requested by teams and clients.
- Manage the flow of documentation within the organization while maintaining strict confidentiality around sensitive information and terms of agreements.
- Effectively present complex ideas to management and innovate solutions to document-related challenges.
- Exhibit proficiency in handling hard copy and digital documents, often stepping in on small projects to develop efficient control methods.
- Provide assistance to larger clients in proper storage and security measures for critical documents.
- Spearhead the reorganization of the entire hard copy filing system for enhanced accessibility and security.
- Leverage hands-on experience with MS Office and MS Excel, coupled with knowledge of Electronic Document Management Systems (EDMS).
- Showcase proficient typing and editing skills, coupled with impeccable data organization skills and meticulous attention to detail.

Skill Highlights

- Database and communication skills.
- Excellent interpersonal skills and a professional telephone manner.
- Assisting departments with queries on documentation requirement and submissions.
- A comprehensive understanding of health and safety regulation.
- Excellent typing skills.

Skill and competencies

- MS Office Application (Word, Excel, Power Point, Access & Outlook)
- Adobe Acrobat 9 Pro Extended
- Electronic Document Management System (Al Yamama Company for trading and contracting System)
- RMS (Residence Management System)
- EPM (Enterprise Performance Management)

Approvals & Project's

- Zuluf Industrial Support Facilities (ISF) (Saudi Aramco) Sep-2025 till date
- Zuluf Infrastructure, Pipeline Communication Division (Saudi Aramco) Feb-2022 to Aug-2025
- US Army corps of Engineering (US Army) Feb-2019 to Jan-2022

Trainings

- Appreciation by Zuluf Infrastructure, Pipeline communication Division-TCF Pkg-06 (Saudi Aramco)
- Appreciation by Dhahran Community Expansion Projects Division (Saudi Aramco)
- Certification of RMS (Resident Management System)
- Certification of Participation code of conduct, compliance, and business ethics training
- Certification of Completion of Qyadati Program
- OSHA, CPR/AED+FIRST AID
- Microsoft Office Specialist (MOS) Certification.

Education

- BA (Bachelor of Arts) Graduation-2013
- Diploma in computer application (PGDCA)-2013



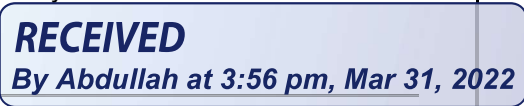
References

- References
Ahmed Kabeer Afroz (Quality Control Manager) ahmed.afroz@yc.com.sa
Saleh Selim (Project Manager) saleh.selim@yc.com.sa



Zuluf Infrastructure, Pipeline Communication Division

AR-161, Floor 2, Jacobs Zate Al Fanar Building
Al Khobar, K.S.A.

DOCUMENT TRANSMITTAL		Transmittal No. ZIPCD-TCF-YC-T-00001	Date 21-Mar-22		
TO: Salim S. Mahmoud , Contractor Representative		FROM: Naif S. Al-Otaibi , Company Representative			
Contractor Name: Al-Yamama Company Contract No.: 6600050521		Project Title: Temporary Construction Facilities Location: AL Khobar			
Saudi Aramco Approval Remarks Code:					
* Approved		* Correct & Resubmit		* For Information	
* Approved w/ Comments		* Reviewed		* Other as Noted	
* Reviewed w/ Comments		* Issued for Construction			
YC Reference No.: YC-MZ-TCF-T-0006					
Document No	Rev	Subject	Remarks	Qty.	Nature
N/A	-	PROPOSED DOCUMENT CONTROLLER: MD ABDULLAH	ACCEPTED	1	Orig.
Please see attached SAPMT review comment.					
Should you require any further clarification, please contact Khalid A. Moemen at 013-862 5630 or at khalid.moemen@aramco.com .					
		  NAIF S. AL-OTAIBI , Company Representative Zuluf Infrastructure, Pipeline & Comm. Division			
Transmitted By:		Received By:		Received Date	
_____		 Name and Signature			

ZULUF INFRASTRUCTURE, PIPELINE & COMMUNICATION PROJECTS DIVISIONAR-161, Floor 2, Jacobs Zate, Al-Fanar Building
Al-Khobar

Company Transmittal No.: ZIPCD-TCF-YC-T-00001

Date

28-Feb-22

J.O./BI Number

BI-08643: Package 6 – Temporary Construction Facilities

Contract No.

6600050521

Contractor

Al-Yamama Company

AttentionSALIM S. MAHMOUD
Contractor Representative**Reference Number**

YC-MZ-TCF-T-0006

Subject

PROPOSED DOCUMENT CONTROLLER: MD ABDULLAH

Name	Title	Review Status
MD Abdullah	Document Controller	1 Accepted/Approved

Remarks/Comments	1 – Accepted/Approved	4 - CR Review Accepted, Interview Required
	2 – Conditionally Approved	5 - CV Candidate Rejected
	3 – Accepted (as Reliever)	6 – Not Accepted/Rejected

Based on his trainings and vast work experience from various projects, MD Abdullah is qualified to handle the documentation of BI-08643: Package 6 – Temporary Construction Facilities.

Note: Company has the right to revoke his assignment as Document Controller if found to be unsatisfactory or poor performance.

REVIEWED BY		Signature	Date
Name	KHALID A. MOEMEN, Sr. Proj. Eng'r.	<i>Khalid A. Almoemen</i>	March 30, 2022
APPROVED BY		Signature	Date
Name	NAIF S. AL-OTAIBI, Project Manager	<i>Naif</i>	March 31, 2022



AL YAMAMA COMPANY for Trading & Contracting
P.O. Box : 2110 Dammam - 31451
SAUDI ARABIA



الذخائر
Saudi Aramco

REQUEST FOR TECHNICAL APPROVAL

Date: February 24, 2022

TO : NAIF S. OTAIBI Senior Project Engineer Marjan & Zuluf Increment Project Department	CONTRACT NO : 6600050521 B.I./J.O.NO.: BI-10-08643-0002 PROJECT TITLE: MARJAN AND ZULUF TEMPORARY CONSTRUCTION FACILITIES LOCATION : MARJAN AND ZULUF	NO OF COPIES 3	SUBMITTAL CODE A <input type="checkbox"/> ARCHITECTURAL C <input type="checkbox"/> CIVIL S <input type="checkbox"/> STRUCTURAL M <input type="checkbox"/> MECHANICAL E <input type="checkbox"/> ELECTRICAL O <input checked="" type="checkbox"/> OTHERS
<p>SUBMITTAL NO. YC-MZ-TCF-T-0006</p> <p><input checked="" type="checkbox"/> NEW SUBMITTAL <input type="checkbox"/> RESUBMITTAL</p>	TO LINE ITEM 1 OF 1 DIVISION NO. 1	SPECS. SECTION	Reference No.

ITEM NO	DESCRIPTION	MANUFACTURER (S) VENDOR (S)	CATALOG / SPECIFICATION PARAGRAPH / DRAWING NO	COMMENTS (FOR SAUDI ARAMCO USE ONLY)
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1	Proposed Document Controller (Md Abdullah)	Al Yamama Co.	Resume & Certificates	
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RECEIVED
By Rene Mamaid at 3:39 pm, Feb 24, 2022

Having checked this submittal, we certify that it conforms to the requirements of the Contract Documents in all respects, except as otherwise indicated in the letter of transmittal	SUBMITTED BY : SALEH SELIM Name & Signature of Project Manager	This (ese) document(s) have been reviewed for general conformance with the contract such review does not relieve the contractor of his responsibilities under the terms of the contract nor authorize additional compensation	APPROVED BY :
	Date 02-24-2022	<input type="checkbox"/> NO OBJECTION <input type="checkbox"/> NO OBJECTION AS NOTED <input type="checkbox"/> CORRECT & RESUBMIT <input type="checkbox"/> REJECTED	Name & signature of Saudi Aramco Rep. NAIF S. OTAIBI Date

ZULUF INFRA., PIPELINES & COMM. PROJECT DIVISION

Award this

Certificate of Appreciation

to

MD ABDULLAH

In recognition of his outstanding performance and lasting contribution on

Zuluf Increment Projects

Temporary Construction Facilities Unit

as Project Document Controller for Al Yamama Company for Trading and Contracting.

29th January 2025



NAIF S OTAIBI

Manager MEGA-PROJECTS, IP&CPD

CERTIFICATE OF Completion



This is to certify that Mr. / Ms. Md Abdullah has successfully completed the Microsoft Office Specialist (MOS) Certification.



Er. Karan Arora

Er. Karan Arora



26 April 2026

Date

Certificate ID: #00105739

Certificate URL: <https://www.itronixsolutions.com/courses/certificate/b44c36c98c>

CONTROLLED UNCLASSIFIED INFORMATION

TRANSMITTAL OF SHOP DRAWINGS, EQUIPMENT DATA MATERIAL SAMPLES, OR MANUFACTURER'S CERTIFICATES OF COMPLIANCE		CONTRACT NO. W912ER19C0001	PAGE 1 of 1	
PROJECT TITLE Dammam, Saudi Arabia		DATE	TRANSMITTAL NO.	
LOCATION Artillery Brigade Base RSLFAC Saudi		06-02-2020	01 30 00-8	
Item	Description	Variation	QA Code	
11	RMS Staff- Mr. MD Abdullah	No	B	
SECTION III - GOVERNMENT REVIEW REMARKS				
<p>Item #11 : RMS Staff Mr. Mohammed Abdullah - Code (B) - Mr. Mohammed Abdullah is accepted for RMS Staff.</p>				



أرامكو السعودية
saudi aramco

Certificate of Appreciation

Presented to

MD ABDULLAH, Badge No. 8169740

Document Controller

For his excellent performance and outstanding contribution during the construction of Expand Dhahran Residential Community Project, Package 2 (Utility Infrastructures & Networks).

Given this 27th day of February 2020 in Dhahran by Saudi Aramco.

Yousef A. Al-Ali, Sr. Projects Manager
Dhahran Community Expansion Projects Division



السعودية
Saudi Aramco

Community & Public Projects Department Certificate of Appreciation

is hereby presented to

Al-Yamama Company

for having achieved

7.000.000 LTI FREE

Performed at Dh Community Expansion Projects Division Inc.I
Issued on December, 2017 at DECPD Conference Room-025,
Dahran, Kingdom of Saudi Arabia


Mesfer S. Al-Jahrash
Sr. Project Engineer


Towfiq A. Al-Abdulhadi
Project Manager



ألممامة
ALYAMAMA

PKF

Accountants &
business advisers

CERTIFICATE OF PARTICIPATION

AL-YAMAMA COMPANY & PKF JORDAN & IRAQ

ACKNOWLEDGE THAT

MR. MD ABDULLAH MD MANJOOR

HAD PARTICIPATED IN THE TRAINING SESSION UNDER THE TITLE

“CODE OF CONDUCT, COMPLIANCE AND BUSINESS ETHICS TRAINING”

THAT WAS HELD IN THE PERIOD BETWEEN 3rd AND 4th OF NOVEMBER 2018
COMPLETING 3 HOURS

AND THUS AWARDED THIS CERTIFICATE

MOHAMED MOHAMED ASIRI

GENERAL MANAGER OF
ADMINISTRATION, HR AND IT

DR. MUTAZ HAJARAT

PARTNER OF PKF
ACCOUNTANTS & BUSINESS ADVISERS



Saudi Heart Association
جمعية القلب السعودية



National Life Support
Committee

CERTIFICATE OF

Life Support Training

MD ABDULLAH MD MANJOOR

has successfully completed

SHA BLS Provider

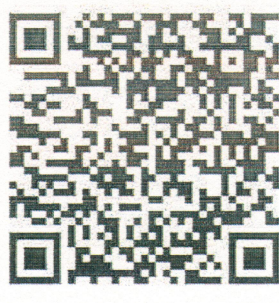
Date of issue: 10/04/2023

Date of expiry: 10/04/2025

Training Center
Accredited by SHA
Kingdom of Doctors Training
Center - Al-Hassa

Dr. Fahad Alsohime
Chairman, National Life Support Committee
Saudi Heart Association

Dr. Waleed Al Habeeb
President
Saudi Heart Association





Saudi Heart Association
جمعية القلب السعودية



National Life Support
Committee

CERTIFICATE OF

Life Support Training

MD ABDULLAH MD MANJOOR

has successfully completed
SHA HSFA CPR AED course

Date of issue: 10/04/2023

Date of expiry: 10/04/2025

Training Center
Accredited by SHA
Kingdom of Doctors Training
Center - Al-Hassa

Dr. Fahad Alsohime
Chairman, National Life Support Committee
Saudi Heart Association

Dr. Waleed Al Habeeb
President
Saudi Heart Association





Accredited By The International Certification Accreditation Council-USA

CERTIFICATE OF COMPLETION

This certificate is Awarded To

MD ABDULLAH MD MANJOOR

Certificate No : IQ-260142

For The

OSHA CONSTRUCTION STANDARDS - 30 Hrs

Introduction to OSHA
Medical Services & First Aid
Sanitation
Occupational Noise
Hazard Communication

Personal Protective Equipment
Fire Protection & Prevention
Portable Fire Extinguishers
Accident Prevention Signs & Tags
Material Handling

Hand & Portable Power Tools
Gas & Arc Welding
Electrical Safety
Scaffolding
Material Handling Equipment

Excavations
Concrete
Steel Erection
Stairways & Ladders

Dr. JUDE THOMAS
Chairman

International Quality-Occupational
Health and Safety Certifications
Arizona, USA

Issued On : 06-March-2023



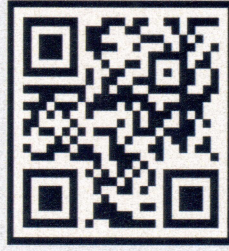
1090 S. Gilbert Rd. STE 106, Gilbert, Arizona, 85296 USA



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www.iq-ohs.com





أرامكو السعودية
saudi aramco

محمد عبدالله منجور
MD ABDULLAH MD MANJOOR ALAM

12/31/2016

CONTRACTOR

مقاول

8169740



SR. Document Controller
MD ABDULLAH
54595



بطاقة تعريف
ID CARD



ROYAL SAUDI LAND FORCES (RSLF-AC)
Contract No.: W912ER19C0001

NAME: MD ABDULLAH

POSITION: CQC DOCUMENT CONTROLLER

AYC ID: 54595

IQAMA: 2358359483

