

# MOHAMMAD AMIR KHAN

## DOCUMENT CONTROLLER

11+ Years Experience | GCC Construction & Industrial Projects

📍 Riyadh, Saudi Arabia  
☎ +966 551769808  
✉ kamir33031@gmail.com



### PROFESSIONAL SUMMARY

Experienced Document Controller with over 11 years of hands-on experience supporting large-scale construction, infrastructure, and industrial projects across Saudi Arabia, Qatar, Kuwait, and India. Proven expertise in EDMS, project documentation control, engineering deliverables, QA/QC records, and administrative coordination. Adapt at working in compliance-driven environments such as ARAMCO standards, ensuring accuracy, confidentiality, and timely reporting.

### CORE TECHNICAL SKILLS

Document Control & QA/QC	Systems & Software
<ul style="list-style-type: none"><li>• EDMS (ACONEX)</li><li>• Drawings &amp; Technical Submittals</li><li>• RFI, MIR, WIR, NCR Management</li><li>• Master Document Register (MDR)</li><li>• ISO &amp; Audit Documentation</li><li>• Transmittals &amp; Correspondence Control</li><li>• Quality Assurance &amp; Compliance</li></ul>	<ul style="list-style-type: none"><li>• Microsoft Excel (Advanced Logs)</li><li>• Microsoft Word &amp; Outlook</li><li>• Google Sheets &amp; Docs</li><li>• Document Tracking Tools</li><li>• Reporting &amp; Dashboards</li></ul>

### PROFESSIONAL EXPERIENCE

Company	Designation	Project	Duration
Mobarak Merai Al Salomi Contracting – Saudi Arabia	Document Controller	Aramco Jaffora TCF Camp Expansion PKG-9 & Aramco RTR Water Tank EWPS#1 Project	Feb 2024 – Feb-2026
Lodha Group – India	Document Controller	32 Floor Commercial Building Project	Apr 2021 – Jan 2023
Lamac Plus General Trading & Contracting – Kuwait	Document Controller	Kuwait International Airport Terminal-2 Project	Jul 2019 – Mar 2021
Gopinath Engineering Co Pvt Ltd India	Admin Executive	Hindustan Petroleum Pipeline Project	Nov 2017 – Jul 2019
Delwan Qatar WLL – Qatar	Document Controller	Musriebe Downtown Hotel Project & Ras Gas Project	Sep 2015 – Nov 2017
Jai Shakti Engineering & Construction – India	Document Controller	Reliance Oil Refinery Project	Aug 2014 – Sep 2015

## KEY JOB RESPONSIBILITIES DOCUMENT CONTROLLER

- Manage the complete document control lifecycle, including drawings, technical submittals, RFIs, MIRs, WIRs, and project correspondence.
- Establish, maintain, and update the Master Document Register (MDR) as per project and client requirements.
- Ensure issuance of the latest approved document revisions to engineering, QA/QC, and site teams.
- Coordinate with consultants, clients, and subcontractors for document submission, review, tracking, and approvals.
- Monitor document status and follow up to ensure timely approvals aligned with project schedules.
- Prepare daily, weekly, and monthly reports for document control activities, RFIs, and project progress.
- Maintain QA/QC documentation, including NCRs, inspection reports, audit records, and quality documentation logs.
- Support ISO, internal, and external audits by providing accurate and traceable documentation.
- Maintain strict confidentiality, version control, and compliance with company and client procedures.
- Assist engineers with drawing registers, transmittals, and technical documentation updates.
- Control and manage incoming and outgoing project correspondence.
- Provide administrative and clerical support to project management and senior leadership.
- Manage final project documentation handover and ensure proper archiving at project completion.
- Generate document status reports and performance metrics for auditing and client reporting.

## KEY JOB RESPONSIBILITIES ADMIN EXECUTIVE

- Oversee and manage daily office administration tasks.
  - Coordinate meetings, appointments, and executive schedules.
  - Maintain organized records, reports, and databases
  - Manage correspondence, emails, and internal communications.
  - Handle procurement, office supplies, and vendor relationships.
  - Ensure compliance with office policies and company guidelines.
  - Support HR functions, including onboarding and employee records.
  - Assist in document preparation, presentations, and reports.
  - Monitor office expenses and maintain financial records.
- Handle confidential information with professionalism and discretion.
- Coordinate office events, team activities, and corporate meetings.

## EDUCATION

Master Of Business Administration (MBA) - Galgotias University  
Bachelor of Business Studies (BBS) – Jamia Millia Islamia University, India  
10+2- Jamia Millia Islamia Senior Secondary School, India  
10<sup>th</sup> – Acharya Narendra Deo Public School, India

## PERSONAL & COMPLIANCE DETAILS

Nationality: Indian | Marital Status: Married  
Languages: English, Hindi, Urdu  
Passport: Valid till 2031  
Current Location: Riyadh, Saudi Arabia