



SAIFULLAH

Documents Controller/Project Secretary

PERSONALITY

Project Document Management Professional with 10+ Years extensive experience in implementation and management of Documents Control Systems and processes in Corporate and project level.

I have been involved in several major building and infrastructure projects across KSA & Pakistan.

I have experience working with project management Company, Consultant and Contracting Company.

KEY PROJECT EXPERIENCE

- Demonstrate expertise in implementing PCM for document management and distribution on large construction projects.
- Proficient in administering using PCM to manage documents.
- In-depth knowledge and experience with document control systems and online collaboration tools Skilled in using documents control systems/tools and electronic data management.
- Competent in Advance MS office (WORD, EXCEL, POWER POINT, ACCESS)
- Proven ability to develop effective file structures and manage documents on share point
- Strong skills in archiving hard copies and managing libraries and records.
- Well-rounded knowledge and skills in all aspects of document control.
- Expertise in designing folder structures to ensure efficient organization of project documents in soft copies in appropriate folders
- Excel Log Maintaining
- Daily, Weekly, Monthly, Quarterly and Annual Reporting
- Project Completion Reporting
- Handing Taking Notes
- WIR, MIR, RFI, NCR, MS, Workflow, Transmittal, Submittal.
- Documents Review for Spelling
- Pre-Qualification CVs
- Design Drawing
- Oracle Aconex
- Monitoring Documentation & Reporting
- Attention to detail
- Strong Organizational Skills
- Time management Skills
- Risk Management Skills
- Stakeholder Engagement skills
- Leadership Skills
- Decision Maker

PROFISSIONAL EXPERIENCE

Document Controller

OMRAN Architect & Engineering Consultant (OEC)

Prince Faisal & Prince Bandar Private Palaces

FROM 09th Decemebr 2024 to till date

Responsibilities:

Document Management:

- Organize and maintain all project-related documentation, including contracts, reports, drawings, and correspondence.
- Ensure that all documents are properly classified, filed, and archived for easy retrieval.
- Maintain a document control system and ensure all documents are up to date and accessible to relevant team members.
- Implement best practices in document
- management to ensure compliance with industry standards and company procedures.

Current Position

Documents
Controller/Project Secretary

Qualification

BS Computer Science

Area of Expertise

Project management

Advance MS Office Data

Analysis

Data Cleaning

Power Query

Power Pivot

VLOOKUP

HLOOKUP

XLOOKUP

Mail Merge

Letter Drafting

Meeting minutes

Template Creating

Power Point Outlook

Share point

Google Drive

Spread sheet

VISA

Transferable

Nationality

Pakistani

Email & Contact

saifbtm87@gmail.com

054-9070068

050-6892734

LANGUAGES

ENGLISH:

Speaking Reading Writing

URDU:

Speaking Reading writing

PUSHTO:

Speaking Reading writing

PUNJABI: Speaking

Document Distribution:

- Distribute project documents to stakeholders, team members, and clients in a timely manner.
- Track and monitor the progress of document reviews and approvals.
- Coordinate with different departments to ensure the smooth flow of information.

Administrative Support:

- Provide general administrative support to the project team, including scheduling meetings, managing calendars, and preparing agendas.
- Take and distribute meeting minutes, ensuring action points are tracked and followed up on.
- Handle and screen phone calls, emails, and other correspondence.

Project Coordination:

- Assist in the preparation of project reports, presentations, and other project-related documents.

Support the project manager in tracking milestones, deliverables, and deadlines.

- Ensure that all necessary documents are prepared and submitted for regulatory compliance or client reviews.

Record Keeping and Compliance:

- Ensure all project documentation complies with internal and external quality control requirements.
- Maintain confidentiality and security of all sensitive project data.
- Track and report the status of important documents, ensuring that all approvals are received on time.

Communication and Liaison:

- Liaise with clients, consultants, contractors, and other stakeholders to ensure document and information flow is efficient.
- Respond to client requests for documentation in a timely manner.
- Serve as a point of contact for internal teams to resolve document-related issues.

Quality Control:

- Perform document audits and ensure that all documents are accurate, complete, and in line with the company's documentation standards.
- Ensure that project documentation is consistently updated and versions are controlled.

Document Controller**AR-Riyad New Mobility (ANM)****Riyadh Metro Project LINE 3**

FROM 19th May 2023 to 08th Dec-2024

Responsibilities:

- Copy, scan and store documents
- Check for accuracy and edit files, like contracts
- Review and update technical documents (e.g. manuals and workflows)
- Distribute project-related copies to internal teams
- File documents in physical and digital records
- Create templates for future use
- Retrieve files as requested by employees and clients
- Manage the flow of documentation within the organization
- Maintain confidentiality around sensitive information and terms of agreement
- Prepare ad-hoc reports on projects as needed
- Receive, review, and distribute all incoming and outgoing project documents to the relevant team members
- Coordinate with project team members to ensure all documents are properly reviewed and approved before distribution
- Generate and distribute regular reports on document status, including pending, approved, and rejected documents.

- Assist in the preparation of project documentation, including transmittals, submittals, and change orders.
- Ensure all project documents are stored and archived in accordance with company and project procedures.
- Maintain confidentiality and security of all project documents.
- Train and support project team members on the document control system and procedures.
- Monitor and track project deadlines to ensure all documents are submitted on time.
- Liaise with external parties, such as clients and subcontractors, to ensure timely exchange of project documents.
- Review and update technical documents (e.g. manuals and workflows)
- Distribute project-related copies to internal teams
- File documents in physical and digital records
- Create templates for future use
- Retrieve files as requested by employees and clients
- Manage the flow of documentation within the organization
- Maintain confidentiality around sensitive information and terms of agreement
- Prepare ad-hoc reports on projects as needed
- Receive, review, and distribute all incoming and outgoing project documents to the relevant team
- Coordinate with project team members to ensure all documents are properly reviewed and approved before distribution
- Generate and distribute regular reports on document status, including pending, approved, and rejected documents.
- Assist in the preparation of project documentation, including transmittals, submittals, and change orders.
- Ensure all project documents are stored and archived in accordance with company and project procedures.
- Maintain confidentiality and security of all project documents.
- Train and support project team members on the document control system and procedures.
- Monitor and track project deadlines to ensure all documents are submitted on time.
- Liaise with external parties, such as clients and subcontractors, to ensure timely exchange of project documents.

Documents Controller

Gulf Contracting Symbol (GCS) ARAMBOL ARABIA HOLDING COMPANY

LTD.KSA From October 2015 to March 2023 & September 2023 to 30th April 2023

Responsibilities:

- Coordinate with project teams to ensure proper filing of documents in department file archives.
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- Verify and submit project documents before submission deadlines to ensure schedule compliance.
- Copy, scan, and securely systematically store physical and digital documents.
- Review files, including contracts, for accuracy and make necessary edits as required.
- Distribute project-related document copies to internal teams based on project requirements.
- Manage meticulous filing of documents in both physical and digital record-keeping systems.
- Develop templates for various document types to improve efficiency and consistency.
- Retrieve requested files promptly to support the operational needs of employees and clients.
- Maintain the flow of documentation across the organization, promoting accessibility and transparency.
- Conduct quality checks on document details, such as file names and submission accuracy, prior to distribution.

- Assist in creating procedure manuals and system packages related to document control.
- Support the document control process for change documentation using available systems (e.g., Aconex / project sights).
- Take ownership of the Change Register and ensure it is kept up to date with change request information.
- Act with professionalism and diligence to safeguard the interests of the project and company.
- Track and distribute incoming and outgoing correspondence, documents, letters, etc., with precision and timeliness.
- Monitor the progress of change documents and provide administrative support when required. Perform thorough quality checks on other parties and engineer submitted and received documents.

Reference will be furnished on Demand