

IBRAHIM BATHISHA



Senior Document Controller | Saudi Arabia Projects (STC | SABIC)

- Riyadh, Saudi Arabia | 📞 0571496596 | ✉️ bathish18bathi@gmail.com |
🔗 [linkedin.com/in/Ibrahimbathisha](https://www.linkedin.com/in/Ibrahimbathisha)
-

PROFESSIONAL SUMMARY

Detail-oriented Document Controller with proven experience supporting Saudi mega projects such as STC and SABIC-related projects. Specialized in Aconex, EDMS, and QA/QC documentation with a strong track record of managing high-volume technical documents in construction and engineering environments.

Demonstrated ability to streamline document workflows, ensure accurate tracking of submittals, RFIs, and drawings, and maintain full compliance with project and client standards. Adept at working with consultants, contractors, and project teams to meet tight deadlines in fast-paced environments.

CORE SKILLS

- Document Control & Records Management
 - Aconex | EDMS | SharePoint | Procore
 - QA/QC Documentation & ISO 9001 Compliance
 - Transmittals, Submittals & Drawing Registers
 - STC & SABIC Standards
 - Microsoft Excel & Reporting
 - Document Tracking Systems
-

PROFESSIONAL EXPERIENCE

DOCUMENT CONTROLLER

Saudi Business Machines (SBM), Saudi Arabia

January 23, 2023 – Present

- Managing document control activities for STC Data Center Project.
- Client: **STC / center3** | Consultant: **Edarath**
- Handling all project documentation using Microsoft Teams and EDMS systems.
- Maintaining drawings, RFIs, submittals, and transmittals logs.
- Ensuring compliance with client and consultant document control standards.
- Coordinating with engineers, consultants, and contractors for approvals.
- Preparing document status reports and tracking dashboards.
- Ensuring accuracy, version control, and proper document distribution.
- Coordinating communication and document sharing via **Microsoft Teams** with project stakeholders.
- Created and managed EPT Gate Passes for workers, visitors, and material entry through the STC portal.
- Prepared and processed access requests and approvals in coordination with client requirements.
- Developed MOP (Method of Procedure) documents for post-handover and snag-related activities.
- Coordinated Permit to Work (PTW), including STC permits and client approvals (Oracle, Huawei).
- Defined the scope of work, risk assessment, manpower allocation, and responsibility matrix in MOPs.
- Ensured compliance with safety procedures and site access regulations.
- Created and prepared L3 and L4 Test Reports and other submission documents as per client requirements.
- Produced documentation in Microsoft Word format strictly following STC and Edarath standards and templates.
- Submitted documents ensuring alignment with client instructions, formatting, and approval requirements.

DOCUMENT CONTROLLER

Elite Infrastructures & Technology, Saudi Arabia

2022 – 2023

- Worked on STC Data Center Project – Dammam under the main contractor, Saudi Business Machines (SBM).
- Handled document control processes for construction and infrastructure activities.
- Maintained document logs, drawings, submittals, and RFIs.
- Coordinated with project teams for document submission and approvals.
- Supported site documentation during the project execution phase.
- Ensured proper filing and tracking of all technical documents.

DOCUMENT CONTROLLER

SABIC Petrochemical Project, Saudi Arabia

April 2021 – November 2021

- Supported document control activities in the petrochemical sector(Amaince-Sector).
- Managed technical documents, reports, and project files.
- Assisted in maintaining document registers and filing systems.
- Coordinated with team members for document submission and tracking.
- Ensured compliance with site documentation and safety procedures.

PROJECT EXPERIENCE

STC DATA CENTER PROJECT

Saudi Arabia - Managed documentation for telecom infrastructure and data center project.
- Client: **STC / center3** | Consultant: **Edarath** - Controlled technical drawings, RFIs, submittals, and approvals. - Maintained strict compliance with project documentation standards.

SABIC PROJECT [Under Expertise Contracting Est

Saudi Arabia Handled engineering documentation. Ensured compliance with industrial standards. QA/QC Documentation

EDUCATION

Bachelor of Business Administration (BBA)

Mangalore University

CERTIFICATIONS

- Document Control Certification
 - Diploma in Accounting & Business Administration
 - Microsoft Office Certification
 - Huawei Document Control Certification
 - HP Document Control Certification
-

TECHNICAL SKILLS

SharePoint | Procore

Microsoft Teams | MS Excel (Advanced) | MS Word | Outlook

Primavera P6 (Basic) | AutoCAD (Viewer)

PERSONAL DETAILS

Nationality: India

Iqama Number: 2569518174

Mobile Number: 0571496596

Languages: English, Arabic, Hindi

DECLARATION

I declare that the above information is true and correct.

KEY ACHIEVEMENTS

- Managed STC portal documentation, including EPT Gate Pass system.
 - Successfully coordinated multi-level permit approvals (STC, Oracle, Huawei).
 - Developed clear and compliant MOP documents for site access and snag works.
 - Maintained 100% compliance with safety and documentation procedures
-

DETAILED RESPONSIBILITIES

- Document registration and tracking
 - Maintaining logs and document registers
 - Managing transmittals and submittals
 - Updating drawing revisions
 - Archiving project documents
 - Ensuring compliance with project standards
-

SOFTWARE EXPERTISE

- Microsoft Teams
- SharePoint
- Procore
- Primavera P6 (Basic)
- Aconex
- Microsoft Excel
- Microsoft Word
- Foxit PDF Editor
- Adobe Acrobat (PDF Editor)
- Tally Prime
- Peachtree
- QuickBooks
- AutoCAD (Viewing)

SOFT SKILLS

Attention to Detail | Communication
Time Management | Teamwork | Problem Solving

TRAINING

- Document Control System Training
 - Quality Management System Training
 - Health & Safety Training
-

PROFESSIONAL PROFILE

Experienced Document Controller with strong exposure to **Saudi Arabia's leading projects (STC & SABIC)**. Expert in managing technical documentation, ensuring compliance, and supporting multidisciplinary teams in large-scale environments.

CAREER OBJECTIVE

To contribute as a Document Controller in a reputable organization by utilizing my expertise in EDMS, document control systems, and project coordination.

ADDITIONAL INFORMATION

- Available immediately
 - Willing to relocate within Saudi Arabia
 - Valid Saudi Driving License
-