

## Curriculum Vitae

Document Controller

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### Personal Data:

Complete Name : Akhlaq Hassan  
Birth date : 24 Feb 1988  
Nationality : Pakistan  
Current Company : Beijing Emirates International Construction Company,  
Riyadh KSA  
Current Position : Document Controller  
Visa Status : Transferable/ NOC is available.  
Current Location : Riyadh, KSA.

### ACADEMIC Qualification:

MBA/ Master in Business Administration -2013  
From: Shaheed Zulfiqar Ali Bhutto Institute of Science and Technology Islamabad

BBA/ Bachelor in Business Administration -2010  
From: Institute of Management Sciences Peshawar

### Major Subjects:

Human Resources Management, Business Communication, Computer Science  
Management, Marketing, Accounting, Finance, English.

### Objective:

To associate with an organization which would progress dynamically and gives me a chance to update my knowledge and enhance my skills by being a part of the team that excels in work toward the growth of the organization.

### Experience:

Over Eight Years of extensive comprehensive experience and knowledge in Document Controller & Office Coordinator with possesses excellent professional and communications skills.

Eligibility:

Ability to work in multiple positions at the same time, self-confident with excellent working experience in team environment.

Key Skills & Competencies :

Oracle - Aconex

Primavera Contract Management (PCM) Oracle Professional.

Epromis for Contract Management and Inventory Management.

Adobe Illustrator for Designing (Org. Chart)

Oracle, MS-Office (Word, Excel, PowerPoint & MS Visio) and MS Outlook.

Document Control System and Electronic Data Management.

Good knowledge and experience in Epromis for contract management

Utilizing a range of office software, including email and databases.

Ability to evaluate, prioritize, organize and delegate work schedules.

Good Knowledge and Experience in Oracle Enterprise System.

Excellent written and verbal communication skills (English)

Able to react quickly and effectively when dealing with challenging situations.

Assisting departments with queries on documentation requirements & submissions.

Professional Experience:

Document Controller: Jun 2021 Till Now.

Company: Beijing Emirates International construction Co. LLC (BEC).

Project: 4800000236 - Build & Design – New 5 Offices Package at Construction Village

Client & Consultant: NEOM - AECOM

Document Controller: Jan 2018 to May 2021.

Company: Beijing Emirates International construction Co. LLC (BEC).

Project: KAP2E2 (King Abdullah for Developing of the Security Headquarter) Makkah & Madinah.

Client & Consultant: Ministry of Interior-KSA / NKY Architectural Engineers.

Document Controller: Sep 2016 to Dec 2017.

Company: Beijing Emirates International construction Co. LLC (BEC).

Project: KAP5 (King Abdullah for Developing of the Security Headquarter) Jizan, Assir, Abha, Nijran KSA.

Client & Consultant: Ministry of Interior-KSA / GIJV Ital Consultant.

Document Controller: Aug 2013 to Aug 2016.

Company: Beijing Emirates International construction Co. LLC (BEC).

Project: Ministry of Education 48 Schools Project Jazan.

Client & Consultant: Ministry of Education-KSA /Otaishan Consulting Engineers.

### Working Responsibilities:

- Manage online document systems, maintain, and review document records.
- Generate Filing system, record in server all running, and completed projects.
- Manage the Documentation Services department by providing effective direction and motivation of the departmental staff. Ensure that staffing numbers are held at a level to maintain efficient and timely processing of project documentation.
- Responsibilities for Shop Drawings, Materials, Documents, RFI, IRS & MIR for consultant Approval and Records.
- Ensure that all the “incoming and outgoing”, “all Submittals” and other documents related to the contract are properly logged in Excel LOG’s as back to PCM Logs.
- Coordinate with Senior Management in the timely and professional production of all reports.
- Help define, track, log and retrieve program documents including drawings, drawing revisions, RFI’s, correspondence, payment requisitions, change management and health and safety documents.
- Create distribution lists and distributes documents as required.
- Create and update project-specific document control procedures and work instructions.
- Attending the weekly/monthly progressive and review meetings.
- Work closely with various project groups to ensure they achieve maximum efficiency in document handling avoiding waste of time.
- Develop and implement metrics which will be used to measure activity and performance of the Document Controllers and monitor document movement and reported events which will be assessed against agreed target figures.
- Ensure that staffing numbers are held at a level to maintain efficient and timely processing of project documentation.
- Track the Project’s documents with all the parties involved in Review and Approvals process to ensure timely approvals of the same, generate and distribute Tracking Reports on Biweekly and weekly basis.
- Responsible for the accuracy, integrity and associated attributes of the project documents.
- Design File Structure for the project to keep all the record of the project in a very organized manner and assist in setting up standard file indexes.
- Assigning the specific duties to each document controller.
- Maintain the project document distribution matrices and rosters.
- Create and update project-specific document control procedures and work instructions.
- Adopt archiving policies and contractual requirements to all documents.
- Enable information security procedures to apply to all documents.
- Develop and apply metrics to document transmissions between the Client, and Contractors aiming for Client’s confidence enhancement.
- Maintained documents in accordance with company processes and procedures.
- Reporting to PM on document control status & Assist in preparation of Fortnightly and monthly reports
- In-depth know-how document control processes, best practices for in the construction sector.
- Day to day processing of project documents, to include documents originated by the project team, vendor documents, client documents, program and documents originated by other contractors, Subcontractor documents etc.

- Maintaining main Project Server filing system, as well as proper management systems.
- Responsible for all mail & independently managed several office management.

Languages:

- ❖ Excellent Written and Speaking skills in English & Arabic
- ❖ Excellent fluency with both written & oral in Urdu.

References:

- References will be provided upon requests.