

ATTAKATIL SIDDIK

Rawdah, Riyadh, Post Box 5500, Riyadh 11422
Email: ibnjamal@gmail.com | Telephone: +966 50 227 2206



Professional Summary

A fully qualified **Senior Document Controller, 20+ years experience**, familiar with all the procedures needed to keep records and logs of document retrievals in a modern business environment. I am well-versed in the updates, distribution and removal of documents. Extremely efficient and organized. I also possess a wide range of administrative skills which include the ability to schedule meetings, carry out photocopying and faxing work, taking minutes or assisting with the preparation presentations. I am used to handle / monitor the project's documentation through web-based program PMWEB from Owner/Client side.

Moreover, I am able to handle both Arabic & English reading, typing, drafting, etc.

EMPLOYMENT HISTORY

04/1994 – Present

Dur Hospitality Company (previously known as Saudi Hotels & Resorts Company)
Riyadh, Kingdom of Saudi Arabia

Senior Document Controller

- Manage and maintain all documents related to projects Dept.
- Update and control document log sheets & forms as required.
- Take charge of all document identification, classification and filing.
- Assist with communication during company audits
- Conform to company enforced specifications and Document Control Procedures.
- Check, identify & log incoming documents and prepare for distribution
- Create document filing and organizing systems that are both effective and efficient
- Ensure proper organization and security of documents (paper and electronic)
- Log document requests and help retrieve documents as needed for Project Managers / head of the departments.
- Make available, notify and distribute documents to relevant recipients
- Confirm delivery of documents to proper personnel
- Collaborate and communicate with Project Managers / outsourced PMC's, Supervision Teams & Contractors.
- Process the payments after verifying the claims cross checked with contractual terms and conditions.
- Keep physical record as well as electronic for all the financial transactions related to the projects, process invoices through ERP workflow & follow up.

- Moreover, **issue Purchase Requisition on ERP System**, Create GRN for the submitted invoices, follow up with processing of invoices with Finance Dpet.

Rawdah Amusement Park, Riaydh

Bilingual Secretary

- Created reports and dashboard generation
- Conducted general Excel admin work, as well as income & expense spread sheet
- External & Internal correspondances, communicating abroad suppliers for spare parts.

03/1992 – 03/1994

Alsaif Construction Co. Riyadh

Secretary cum Time Keeper

Prepare general correspondences, reports, schedules, purchase orders. Collect and prepare data for records and reports. Maintain time sheets for all employees and integrate with payroll.

EDUCATION

Post Graduate in Arabic Language & Literature from Calicut University, Kerala

Graduate in Economics from Calicut University, Kerala,

Fazil in Islamic Studies from Vatanappally Isamiya College

TRAINING

- Letter Writing Skills & Report Preparation
- Time Management & Communication Skills
- Advanced Excel Training

ADDITIONAL SKILLS

Software:

Proficient in MS Word, Excel, PowerPoint, Access and Outlook, and internal systems such as **AX Dynamix (ERP)** and **PMWEB**

PERSONAL INFORMATION

Nationality : Indian

DOB : 04-06-1968

Iqama Status : Valid & Transferable
