



Saqib Khan

Document Controller

Document Controller touting 7 years of success in digital file management. Proven history of streamlining procedures and mentoring team members on document workflows. Astute individual offering positivity and relative ease in tackling administrative tasks and assisting with special projects.

CONTACT

Address
Al Khobar Saudi Arabia

Phone
0583985085

Web
[hwww.linkedin.com/in/saqib-khan-401086207/](https://www.linkedin.com/in/saqib-khan-401086207/)

EDUCATION

2021
Master (Continue)

2017
Bachelor in law & Business

2016
Environmental Engineering

2016
Information Technology(DIT)

2015
NEBOSH, OSHA, IOSH, First Aid, Fire Safety

SOFTWARE SKILLS

- Microsoft Office
- Microsoft SharePoint
- ERP
- EDMS
- Outlook
- Aconex

LANGUAGES

- English
- Urdu
- Arabic
- Pashto

DRIVING LICENSE

- Saudi Arabia
- Pakistan

Experience

Jan-2019 - Jan-2022
Al Falak Electronic Equipment & Supplies Co. Khobar Saudi Arabia
Document Controller

Responsible for the timely, accurate and efficient preparation and management of documents. control the numbering, sorting, filing, storing and retrieval of both electronic and hard copy documents produced by technical teams, projects or departments.

Utilize spreadsheets to track budgets, dates, and other information. A description often includes organizing contracts, financial files, reports, and invoices, and performing administrative duties such as ordering office supplies, bookkeeping, and billing.

Jan-2017 - Jan-2019
Rakan Trading & Contracting Co. Jubail Saudi Arabia
Document Controller

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.

April-2014 - Oct-2017
New Sun Rise School & College-Kohat Pakistan
Admin Clark/Document Controller

Welcoming visitors to the school and dealing with their enquiries. Answering the phone

Administration relating to pupil attendance. Managing email/post

Using IT systems to draft letters, emails, & reports,. Monitoring school supplies
Keeping financial records

Keeping paper and electronic records up to date

Using reprographic equipment

Ordering resources, paying invoices and banking cash

Sending key educational data about the school to the Department of Education

Professional Skills

Ability to work independently and as part of a team
Excellent time management. Ability to adapt to changing environments and timelines. Excellent attention to detail. Excellent communication and organizational. Strong interpersonal. Ability to organize priorities based on deadlines. Excellent presentation skills



الموافق: ٢٦/يناير/٢٠٢٢ م

التاريخ: ٢٣/٠٦/١٤٤٣ هـ

شهادة خدمة

Experience certificate

This is to certify that Mr. SAQIB KHAN
KHAWAJA MUHAMMAD - Pakistani
National - ID No. 2463006912 was an
employee of Al-Falak Electronic Equipment &
Supplies Co as **Document Controller**.

from 20/Jan/2019.

until 19/Jan/2022.

His Service with Al-Falak has ended and was
given this certificate based on labor law and
without any legal or finance liability on Al-Falak.

We wish him all the best for his future
endeavors...

تفيدكم شركة الفلك للمعدات والتجهيزات
الالكترونية أن السيد/ ساقيب خان خواجه محمد
- باكستاني الجنسية ، هوية رقم ٢٤٦٣٠.٦٩١٢ كان
يعمل لدينا بوظيفة مسؤول مستندات.

اعتبارا من ٢٠/يناير/٢٠١٩ م.

حتى تاريخ ١٩/يناير/٢٠٢٢ م.

وقد انتهت خدماته لدى شركة الفلك وتم منحه هذه
الشهادة بناءً على نظام العمل دون أدنى مسؤولية
قانونية أو مالية على شركة الفلك.

متمنين له التوفيق في المستقبل...



أحمد مانع الصقري
مدير عام الموارد البشرية

HEAD OFFICE:

KINGDOM OF SAUDI ARABIA
P. O. Box 1963 - Al-Khoabr 31952
Tel.: 882-9996 - Fax : 882-2156

REGIONAL OFFICE:

P. O. Box 16091 - Riyadh 11464 - Tel.: 464-8733 - Fax : 465-4739
P. O. Box 13401 - Jeddah 21493 - Tel.: 661-1199 - Fax : 661-3337

Closed Saudi Joint Stock Company
PAID UP CAPITAL SR. 75,000,000

شركة مساهمة سعودية مغلقة
رأس المال المدفوع ٧٥.٠٠٠.٠٠٠ ريال

المكتب الرئيسي :

المملكة العربية السعودية
ص.ب ١٩٦٣ - الخبر ٣١٩٥٢

تلفون : ٩٩٩٦ - ٨٨٢ فاكس : ٢١٥٦ - ٨٨٢

مكتب الاقاليم :

ص.ب ١٦٠٩١ - الرياض ١١٤٦٤ - تلفون : ٨٧٣٣ - ٤٦٤ - فاكس : ٤٧٣٩ - ٤٦٥
ص.ب ١٣٤٠١ - جدة ٢١٤٩٣ - تلفون : ١١٩٩ - ٦٦١ - فاكس : ٣٣٣٧ - ٦٦١

MATERIAL SUBMITTAL COVER SHEET
(for Saudi Aramco Approval)

To: Saudi Aramco Villanueva, Renato R Project Engineer Saudi Aramco	Reference Submittal #: FSSC/FSA-317/SA/22/T-197				
	No. of Attachment:	1	Excluding this page	Date	10-Jan-2022
	PRS NO.:	MFC-3000877980		<input checked="" type="checkbox"/> NEW SUBMITTAL <input type="checkbox"/> RE-SUBMITTAL	
	P.O. NO.:	6510960788		Contract Type: MFC	
Name of Contractor/Vendor:		Manufacturer Name:			
Vdr ID:					

Project Title: New Chemical Warehouse at Tanajib Yard / BI-19-16170-0006


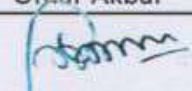
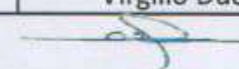
Submittal Code

(G) General
 (C) Civil
 (E) Electrical
 (M) Mechanical
 (T) Telecommunication
 Recommended Material
 Equivalent Material
Attachments Submitted
 SOW
 Drawings
 Catalogue/Tech. Specs
 Shop Drawings
 Sample

Material Description/Specification

Sheet No.	1		


Resume: **SAQIB KHAN** - Document Controller

Prepared By: Project QC Supervisor		Reviewed By: QC Manager		Approved By: Project Manager	
Name:	Vicente Torculas	Name:	Omar Akbar	Name:	Virgilio Ducos
Signature		Signature		Signature	

Action: (For Saudi Aramco use only)

Approved
 Approved as noted
 Re-submit
 Rejected

Remarks:

Approved by	Badge Number	Signature	Date
R. Villanueva	7025751		9/5/2021

أرامكو السعودية
saudi aramco



ساقب خان

SAQIB KHAN

CONTRACTOR

مقاوم

Badge No:

Expiry Date:

8511798

4/30/2022

Nationality: Pakistani

الجنسية باكستانية

Gov.No: 2463006912

رقم الهوية/الاقامة:

Blood Type: A-

فصيلة الدم:

شركة الفلك للمعدات

AL-FALAK ELECTRONIC EQUIPMENT AND

0010006720

تعود ملكية هذه البطاقة الى شركة ارامكو السعودية. ويعد استخدامها من قبل حاملها او غيره لأغراض غير التي نصت عليها الشركة عملاً غير قانوني قد يعرض صاحبها الى الملاحقة الجنائية بموجب الانظمة والقوانين المعمول بها في هذا الشأن. وعلى من يجدها اعادتها الى ارامكو السعودية او الاتصال على 8001235678

This card is the property of Saudi Aramco. Use of this card, by the cardholder, or other, for purposes other than authorized by Saudi Aramco is illegal and may subject the person to criminal prosecution under the law. If found, please contact 8001235678 to arrange its return to the company.

SN:303168136



Date: January 05, 2019

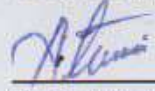
TO WHOM IT MAY CONCERN

This is to certify that, **Mr.Saqib Khan** Pakistani Nationality is Working with **Rakan Trading & Contracting Co.** as Document Controller from January 2017 up to January 2019

During his tenure, he has proven himself to be of sound technical background in the field and been an excellent team Player. He has been involved in the day to day documentation Works across all the assets Mechanical, Electrical, and Civil Construction Documentation works, Including Utilities and offsite Areas.

This certified is issued upon his request without any liability to the company and we wish him a bright future.

Yours faithfully



Project Manager





ROYAL COMMISSION FOR JUBAIL AND YANBU
 ROYAL COMMISSION IN JUBAIL
 CONSTRUCTION DEPARTMENT

NON-TECHNICAL SUBMITTAL REVIEW - Contractor Copy

Contract No.: 021-C09

CONTRACTOR SUBMITTAL NO 2756 Doc. No: 01-546-05

RC TRANSMITTAL No: _____

TITLE: Key Personel CV Of Saqib Khan (Document Controller)

APPROVED

<input checked="" type="checkbox"/> 1	Work May Proceed	<input type="checkbox"/> 3	Revise and Resubmit, Work May Not Proceed
<input type="checkbox"/> 2	Revise and Resubmit, Work May Proceed subject to incorporation of changes and comments	<input type="checkbox"/> 4	Review Not Required

Work:

May Proceed
 May Not Proceed

Note: Permission to proceed does not constitute acceptance or approval of design details, calculation analyses, test methods or materials developed or selected by the supplier does not relieve the contractor from his contractual obligations.

McLANE, Christopher CHRISTOPHER MCLANE
 Resident Engineer SIGNATURE

 DATE

Note:

Comments must be written on the Comments sheet and attached. Comments which can only be possible on the contractor's submittal must be indexed on this form

Document status applies to technical content only. Use of foreign materials, equipment and services is subject to royal commission's approval. Once this technical submittal is given code 1 or 2 status, contractor shall submit vendor approval (with technical submittal package) for royal commission's review. Procurement prior to this approval is done at the contractor's own risk.

IIT-Pakistan

Inspire Institute of Technologies
Pakistan Private Limited

www.iitpakistan.com.pk | info@iitpakistan.com.pk

16101

Serial No.



Diploma

Roll No: 2216101

Session : July 2015 - June 2017

Duration: Two Years

This is to certify that

Saqib Khan s/o Khawaja Muhammad

has secured the qualification in

Environmental Engineering



Trainer

Obtained Marks : 1610
Total Marks : 2000
Issued Date : July 15 , 2017

To verify this certificate please visit
www.iitpakistan.com.pk



Since 2000

27 MAY 2022

ASIF IMRAN BUTT
Deputy Director (P&B)
National Vocational & Technical
Training Commission, Islamabad
Ph: 051-9215392



CHECKED & VERIFIED
No. **III-EE-16101-0717**
Signature *[Handwritten Signature]*

For Verification
www.inspiretrainings.com.pk
www.iitpakistan.com.pk



COUNTERSIGNED ONLY
The Ministry of foreign affairs is
not responsible for the contents
of the document

INSPIRE INSTITUTE OF TECHNOLOGIES
203, 2nd Floor, Dubai Plaza, 6th Road,
Murree Road, Rawalpindi, Pakistan.
www.iitpakistan.com
051-4852895, 0323-5270770



Ministry of Foreign Affairs, Pakistan
HQ431025a
www.iitpakistan.com.pk
051-4852895, 0323-5270770

Serial No. 22820

Roll No 122104

Khyber Pakhtunkhwa Board of Technical Education



PESHAWAR (PAKISTAN)

DIPLOMA IN INFORMATION TECHNOLOGY

Session 1st Term 2016

This is to certify that

Mr./Miss. SAQIB KHAN

Son/Daughter of KHAWAJA MOHAMMAD

Registration No. FEC/KT/DITR/2ND-15/6749

of FARAN EDUCATIONAL COMPLEX KOHAT

has satisfactorily completed the one year duration Information Technology course titled " Diploma in Information Technology" and passed the Examination held by the Khyber Pakhtunkhwa Board of Technical Education, peshawar, in the month of February 2016

He/She secured 917 Marks out of 1400 and has been placed in Grade B

In recognition thereof, this Diploma In Information Technology is awarded to him/her at Peshawar,

on the 10th day of May 2017


ASSISTANT SECRETARY


SECRETARY

This Diploma is issued without any alteration or eraser



This is a certificate awarded to

SAQIB KHAN

on successfully completing

Managing Safely

a course approved and validated by the

Institution of Occupational Safety and Health

in association with

IMEX International

Signed on behalf of IOSH

A handwritten signature in blue ink, appearing to be 'P. H. ...', written over a faint grid.

Chief Executive

A handwritten signature in blue ink, appearing to be 'A. ...', written over a faint grid.

Course Organiser



Date: 12 March 2015

Possession of this certificate does not confer exemption from accredited qualifications which lead to membership of IOSH.

Cert No.: 243835



GOVERNMENT OF KHYBER PAKHTUNKHWA



KHYBER PAKHTUNKHWA TRADE TESTING BOARD

Directorate General Technical Education & Manpower Training

Technical & Vocational Training Course

Serial No. 45610

Session 2014

Roll No. 22172

Certified that Mr./Miss/Mrs. SAQIB KHAN S/D/W.O. KHAWAJA MUHAMMAD

Registration No. EIET/PESH/HSE/14/22172 Institute EMIRATES INSTITUTE OF ENGINEERING & TECHNOLOGY PESHAWAR

appeared and passed the trade proficiency test in accordance with the requirements of the National Occupational Skill standards of ONE YEAR duration prescribed by the National Training Board, Government of Pakistan in

the Trade of HEALTH SAFETY ENGINEERING The test was conducted by the Khyber Pakhtunkhwa

Trade Testing Board 17-02-2015 His/Her proficiency in the trade test is as under:-

1) Theory 55/100 2) Practical 120/200 Total 175/300

The examination was taken as a whole/in parts.

And in recognition thereof this Trade Certificate is issued on 13th, April, 2015


Secretary




Chairman



OISTI
OASIS INSTITUTE OF
SKILLS AND TECHNOLOGIES
INTERNATIONAL

S.No. 0106

Certificate

Roll No: 116010

Session : 20 - 22 Sep 2016

Duration: Three Days

This is to certify that

Saqib Khan s/o Khawaja Muhammad

has secured the qualification in

First Aid

Examiner

Issue Date : 30/09/2016
Total Marks : 100
Obtained Marks : 80



Principal





OISTI
 OASIS INSTITUTE OF
 SKILLS AND TECHNOLOGIES
 INTERNATIONAL

S.No. 8006

Certificate

Roll No: 116008

Session : 12 - 14 Sep 2016
 Duration: Three Days

This is to certify that
Saqib Khan s/o Khawaja Muhammad
 has secured the qualification in

Fire Safety

[Signature]
 Examiner

Issue Date : 30/09/2016
 Total Marks : 100
 Obtained Marks : 82



Principal





Allama Iqbal Open University
Web-Based Result Intimation Card

Degree Level : B.A(GEN GP)

Name: SAQIB KHAN

Roll No: BN403040

Father Name: KHAWAJA MUHAMMAD

Reg No: 17NKT01092

Address: GOHAR COMPUTER NEAR TMA .

Tehsil: LACHI

District: KOHAT

Code	Total Assignment Marks	Examination Marks	Conflated Marks	Grade/GPA	Result
Spring: 2017					
0413	120	46	50	C	PASS
0416	179	56	66	B	PASS
0417	179	50	62	B	PASS
1423	120	43	48	D	PASS
Spring: 2018					
0404	248	42	48	D	PASS
0455	162	46	57	C	PASS
1424	160	44	55	C	PASS
Autumn: 2018					
0436	352				REAP
0437	362				REAP
Spring: 2019					
0406				DQ	DISQ
0436				DQ	DISQ
0437				DQ	DISQ
0447				DQ	DISQ
0463				DQ	DISQ
Autumn: 2019					
0406				DQ	DISQ
0436				DQ	DISQ
0437				DQ	DISQ
0463				DQ	DISQ
Spring: 2020					
0406				DQ	DISQ

0463				DQ	DISQ
Autumn: 2020					
0436	339	83	84	A+	PASS
0437	288	63	66	B	PASS

* AR/AREAP=Again Re-appear, * R/REAP=Re-appear, * ABST=Absent
Printed on : Tuesday, January 25, 2022 12:36:19 AM

DISCLAIMER: This electric version of result intimation card is issued provisionally, errors and omissions excepted, as a notice only. An entry appearing in it does not itself confer any right or privilege independently to the grant of a proper Certificate/Degree which will be issued under the Rules/Regulations in due course of time on the basis of the original record of the university.

Controller of Examination

Grade Details

ID: 17NKT01092 SAQIB KHAN
Institution: AIOUN Allama Iqbal Open University
Career: 14BH 14 YEARS EDUCATION (ASSC/BCH)
Academic Program: 0405 B.A(GEN GP)
Semester: 2111 2021 SPRING (O)

Course	Title	Credit Hrs	Marks	Grade	Remarks
AIOU 405	IQBALIAT	6.00	70	A	PASS
AIOU 407	MODERN MUSLIM WORLD	6.00	54	C	PASS

Return Disclaimer

STUDENTS WHO HAVE ACQUIRED MORE THAN 40% MARKS BUT HAVE GOT '-' IN GRADE COLUMN, ARE FAIL IN ONE OR MORE COMPULSORY COMPONENTS



Serial no. 788

Dates: 17-Oct-2016

New Sun Rise Middle Public School & College

TO WHOM IT MAY CONCERN

This is to certify that **Mr. Saqib Khan s/o Khawaja Muhammad** holding has been working as an Admin Assistance / Document controller / Teaching From **12th March 2014 up to 16th Oct 2016**.

During his working period, we found him a sincere, honest, hardworking, dedicated employee with a professional attitude and very good job knowledge. He is amiable in nature and character is well. We have no objection to allow him any better position.

We wish him every success in life.

Principle

Registration no. 1411



PRINCIPAL
New Sun Rise Middle
Public School Tanda Dam
Kohat Reg No P-1411





OSHAcademy™

Occupational Safety & Health Training



Certificate of Completion *Professional Development Program*

This is to certify that

SAQIB KHAN

Has demonstrated academic excellence with distinction by completing all academic requirements in this 48-hour OSHAcademy Professional Development Certificate Program presented by OSHAcademy Authorized Training Provider (ATP), The Emirates Institute of IT. This achievement demonstrates commitment and professionalism in the field of Occupational Safety and Health.

Occupational Safety and Health Manager

Steven J. Geigle, M.A., CET, CSHM
Training Director, OSHAcademy OSH Training
CET #: 28-362, CSHM #: 1203

65620

Student #

6.12.2015

Issue Date

Ansar Mahmood
Training Director
The Emirates Institute of IT
Pakistan
ATP #: 201003PK

validate Certificate



Certificates can be validated through the
OSHAcademy website.

www.oshatrain.org/atp-validate/

Recognized by



The content of this training conforms with U.S. Department of Labor (OSHA) training standards and ANSI Z490.1-2009, Criteria for Accepted Practices in Safety, Health and Environmental Training.