

MIRZA MUHAMMAD AHMED

📞 0092 336 3708986 ✉ m.muhammad.ahmed115@gmail.com

Objective

Result-oriented individual seeking a position as a Document Controller, holding 13 years of experience with document handling and controlling in industry and construction sector. Extremely motivated and self-disciplined with good problem solving and communication skills; eager to contribute and continue learning through hands-on experience

Education

Cloud Applied Generative AI Engineering (GenEng)

Jan 2024 – Present

Governor IT Initiative Program

Pakistan

Bachelors in Commerce (B. Com)

Jun 2009

Dadabhoy Institute of Higher Education

Karachi, Pakistan

Intermediate (HSC) - Pre Engineering

Jun 2007

E-Complex, College of Science and Commerce

Karachi, Pakistan

Professional Experience

M/S NLC Engineers

Nov 2019 – Present

Project Document Controller

Pakistan

- Ensured accurate and timely processing of all project documents including drawings, specifications, and correspondence.
- Ensured documents are appropriately labeled, coded, and stored.
- Established and maintain project filing systems, both electronic and hard copy.
- Maintained a log of document changes and ensure all stakeholders are informed.
- Worked closely with senior project manager and other site team to address document-related queries and concerns.

M/S Top Engineering Constructions

May 2013 – Nov 2019

Document Coordinator

Pakistan

- Generated and provided regular submittal status reports of project documentation.
- Acted as the point of contact for document-related inquiries from consultants/client and internal organizational team.
- Assisted in preparing documentation for audits and reviews.
- Monitored and tracked all project-related documents from creation to final approval and distribution.
- Ensured timely distribution of project documents to relevant parties.

M/S MAS Traders and Contractor

Feb 2010 – May 2013

Marketing and Sales Executive

Pakistan

- Generated and provided regular submittal status reports of project documentation.
- Acted as the point of contact for document-related inquiries from consultants/client and internal organizational team.
- Assisted in preparing documentation for audits and reviews.
- Monitored and tracked all project-related documents from creation to final approval and distribution.
- Ensured timely distribution of project documents to relevant parties.

Skills

- | | | | |
|--------------|----------------|-----------------|-------------------------|
| • Html | • Next.js | • Framer Motion | • MS Office |
| • JavaScript | • React | • Vercel | • Oracle ACONEX |
| • TypeScript | • Tailwind CSS | • GitHub | • Computer-Aided Design |