Mohamed Humam Zubair
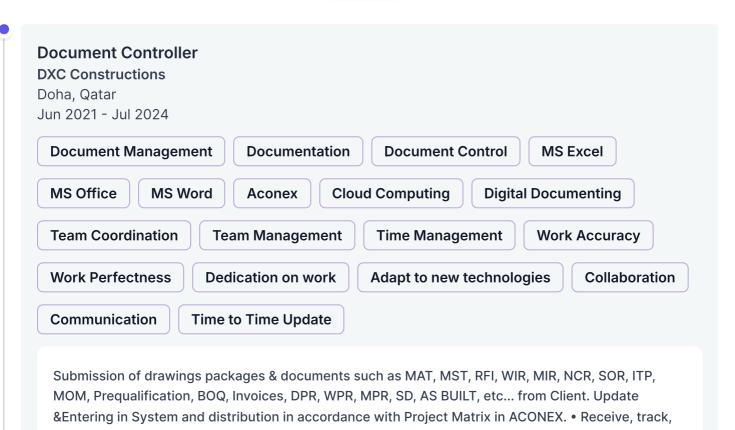
💼 Document Controller

📍 Jeddah, Makkah Province, Saudi Arabia

🏢 Hybrid   📅 1992-08-30

📞 +966 503432078

✉️ humamsubair@gmail.com

🌐 https://github.io/Portfolio/

Dedicated IT professional with 6+ years in document control, pursuing a Master's degree. Holds a BSc in ICT and HND in IT. Proficient in Aconex, SharePoint, and EDMS.

Skills

Documentation | Document control | Microsoft Excel | Microsoft Word

Microsoft Power Point | Microsoft Office | Microsoft suite | Data Management | Aconex

Cloud Computing | Digital Documentation | Team Management | Team Coordination

Time Management | Dedication on Work | Time to Time Update | Collaboration

Communication

Work Experience

Document Controller
DXC Constructions
Doha, Qatar
Jun 2021 - Jul 2024

Document Management | Documentation | Document Control | MS Excel

MS Office | MS Word | Aconex | Cloud Computing | Digital Documenting

Team Coordination | Team Management | Time Management | Work Accuracy

Work Perfectness | Dedication on work | Adapt to new technologies | Collaboration

Communication | Time to Time Update

Submission of drawings packages & documents such as MAT, MST, RFI, WIR, MIR, NCR, SOR, ITP, MOM, Prequalification, BOQ, Invoices, DPR, WPR, MPR, SD, AS BUILT, etc... from Client. Update &Entering in System and distribution in accordance with Project Matrix in ACONEX. • Receive, track, and monitors documents using standard document management programs to register documents, maintain databases, and produce logs, transmittals, and other reports as required. Page 3 of 4 • Implement Document Control Procedures in line with the Company's Integrated Management System and ensure all documentation provided meets Client and quality requirements. Preparing internal

vouchers and coordinating with Finance and Cost Control Department. • To maintain the entire life cycle of Submittals, Documents, and Drawings including all revisions. • Responsible for procedures necessary to assure that all documents/drawings/ manuals provided for construction areas are maintained to the most up-to-date revisions. • Log drawings, documents, manual information, and all subsequent revision will also be entered. • Update the revision of the drawings/documents into the master lists and in the database records

Document Controller

KM/KM/ Leader Ashraff Vidyalaya

Kalmunai, Sri Lanka

Apr 2021 - Sep 2022

| Manual and Digital Documentation | MS Word | MS Excel | Time Management |

| Document Control | Data Entry | Collaboration | Communication |

Managed both manual and computer-based document systems, enhancing organizational efficiency and accuracy in record keeping .

Performed data entry and compliance reporting for audits, ensuring adherence to school policies and minimizing audit-related issues .

Collaborated with administration, teachers, and staff to assess documentation needs, resulting in improved support and streamlined processes across the school .

Maintained confidentiality and security protocols for sensitive information, ensuring maximum protection of crucial data and compliance with regulations .

Assisted in timely document retrieval for meetings and audits, which facilitated efficient operations and decision-making processes within the organization .

Projects

Automated Car Parking System ↗

Jun 2020 - Dec 2020

| Arduino | Electronic Components | IR Sensors | LCD Display |

- Developed an individual project utilizing Arduino and IR sensors to create a parking slot indicator tailored for densely populated urban areas, significantly reducing search time for available parking.
- Engineered a user-friendly interface for real-time parking slot availability, enhancing user experience and contributing to smarter city solutions.
- Conducted extensive testing and calibration of IR sensors to ensure accuracy and reliability, resulting in a performance improvement in urban parking management systems.
- Collaborated with local city planners to align project goals with community needs, fostering support for innovative urban mobility solutions.

- Documented project findings and presented outcomes to academic peers, demonstrating the potential impact on traffic management and urban planning.

Education

Master's Degree

Uva Wellassa University Of Sri Lanka

Aug 2024 - Aug 2025

Information Technology

Score - Reading

Higher National Diploma

Sri Lanka Institute Of Advanced Technological Education (SLIATE)

Apr 2018 - Jan 2021

Information Technology

Score - 3.7 CGPA

Bachelor Of Science

Rajarata University Of Sri Lanka

Dec 2015 - Feb 2019

Information Communication Technology

Score - 2.06 CGPA

Courses

Certificate in English for Job seeker

Hardy College of Technology - Sri Lanka

Jul 2013 - Dec 2013

Certificate in Communication English

KDMC Nanasala

Sep 2012 - May 2013

Certifications

Introduction to Javascript ⬈

Solo Learn

Sep 2023 - No Expiry

Introduction to Python ⬈

Solo Learn

Mar 2023 - No Expiry

Introduction to Java ⬈

Solo Learn

Mar 2023 - No Expiry

Java Intermediate ⬈

Solo Learn

Preferences

Data Entry Operator   Document Controller   Data Processing Coordinator

Administrative Assistant   Data Administrator

Social Media

Github

LinkedIn

Language

	Read	Write	Speak
Tamil	✓	✓	✓
English	✓	✓	✓
Arabic	✓	✓	✓

Causes

Professional Experiences   Higher Education