**Mohammed Abdul Mannan - Senior Document Controller**

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Driving License: Saudi Arabia

**Profile Summary:** Experienced Senior Document Controller with 18+ years in document management for construction projects. Proficient in Aconex, EDMS, and ISO certification documentation. Skilled in coordinating document standards and ensuring quality control across projects

* +18 years of experience in a Document control management role
* + 6 Years of Experience in using Document Control Management Systems such as **Aconex** and **Primavera Unifier**
* +12 years of experience working in an Electronic Document Management System EDMS
* Lead the Documentation of ISO certification of International Companies.
* Ensure the timely and accurate processing and distribution of technical deliverables received from engineering, clients, vendors and contractors using project EDMS (Electronic Document Management Systems) to meet project schedule.
* Perform quality checks for completeness of the documents, revision, status, title block, revision history block, file format and other project codes.
* Coordinate project standards and procedures related to Document Management throughout the duration of the project. Create and maintain an accurate project distribution matrix for technical deliverables Skills / Qualifications
* Excellent written and verbal communication skills
* Ability to multi-task, organize, prioritize and execute tasks effectively to meet set deadlines Ability to work individually and positively in a team environment
* Ability to collaborate and work effectively in multi-disciplinary teams Experience working in an engineering consulting environment.
* Knowledge of Adobe Acrobat, Microsoft Office 365 (Word, Excel, Outlook, Teams and SharePoint) and the ability to learn new software tools

**Experience (Qatar and Saudi Arabia)**

**Jan’2023 – Jan’2024 with Mokasco Express, Doha, Qatar as Senior Document Controller.**

**Nov’2019 – Jan’2023 with China Harbour Engineering Company Ltd, Doha, Qatar as Senior Document Controller.**

**Jan’2017 – Nov’2019 with Muhibbah Engineering Middle East, Qatar as Senior Document Controller.**

**Jun’2014 – Jan’2017 with HBK Contracting Co. W.L.L, Doha, Qatar as Project Secretary/ Senior Document Controller**

**Jan’2012 – May’2013 with Al Yanabie United for Advertising – Jeddah, Saudi Arabia as Document Controller.**

**Nov’2005 – Dec’ 2010 with Al Huda Engineering Works – Doha, Qatar as Project Secretary/ Document Controller**

**Job Responsibilities: Senior Document Controller**

* Led and guided the document control team, making sure we hit all our targets.
* Managed document control tasks to meet project procedures and requirements promptly.
* Handled all documents using the company’s and client’s project document systems, including Aconex. Also took the lead on ISO certification documentation.
* Well-versed in Electronic Data Management Systems, especially Aconex and Primavera Unifier/APMS System.
* Kept the team informed about the status of documents by communicating effectively with project staff.
* Made sure all formats for correspondences, submittals, and transmittals were up to standard for clients, consultants, subcontractors, and internal divisions and departments.
* Ensured all documents were received and issued following company and project procedures.
* Performed final quality checks on outgoing documents to ensure they met company and project standards. Organized and categorized project documents for easy access and retrieval.
* Updated the tracking log for client correspondence and reminded relevant departments about submission deadlines.
* Made sure everyone understood and used the document control processes and procedures correctly.
* Ensured document quality by checking for completeness, accuracy, and compliance with QA policies and procedures. Assisted with managing and administering the company’s electronic document management system.
* Developed strategies and prepared dossiers for project handovers.
* Set up document control systems for projects and helped draft project-specific procedures.
* Revised and created controlled documents, placing them in the appropriate templates. Provided full document control, secretarial, and administrative support to the project team to ensure smooth operations.
* Conducted internal audits at various locations to ensure proper controls were in place.
* Maintained a sequential numbering system for all outgoing correspondences, transmittals, RFIs, Inspection Requests, Weekly & Monthly Reports, and other project documents.
* Forwarded all project-related financial and contractual correspondences to the Project Director/Project Manager.
* Kept efficient project-related document control registers/logs and supervised document flow to and from clients, consultants, subcontractors, and other necessary parties.
* Coordinated with the QA/QC Manager to maintain quality documentation for project turnovers, including documents, materials, O&M, testing, and commissioning record registers.

**Job Responsibilities: Document Controller**

* Responsible for daily schedules of Project Director & PM.
* Relevant understanding of Electronic Document Management System (EDMS) e.g Aconex
* Support the implementation of document control systems on project and assist in generation specific procedures.
* Have complete understanding of final project handover processes and file comp prep.
* Manage incoming and outgoing correspondences, transmittals, e-mails, hand deliveries.
* Recording the receipt of documents from internal and external sources.
* Checks that all suppliers, subcontractors and in house issued project deliverables are accurately produced according to document control procedures for numbering outgoing documents.
* Create internal memos; compose and transcribe letters of various types
* Maintain a shade of number system data for all correspondence, transmittals, RFI's, IR Requests and weekly / monthly etc. reports.
* Coordinate with Project Managers to maintain the same quality formats for correspondence, submittals and transmittals as it pertains to clients, consultants, subcontractors )or between divisions or departments.
* Forward all communications regarding project finances and contracts to the Project Director / PM
* Make sure all communication goes to the right section.
* Collaborate with QA/QC Engineer to develop quality forms and checklists for technical items.
* Accumulate all project documentation for Contracting Division and once a project number is granted, using the same numerical system file neatly in both hard/soft copy form.
* Working together with the QA/QC Manager to keep in place all proper documentation related to quality, like Document Register, Material Register and Drawing register following ISO norms.

**Project Details:**

**Since Jan’23 – Jan ’24 with Mokasco Express, Qatar as Senior Document Controller**

Project Title : S036 Infrastructure Project

Client: Public Works Authority ASHGHAL

Consultant: Dorsch Qatar

**Nov’19 – Jan’23 with China Harbour Engineering Company Ltd, Qatar as Senior Document Controller**

Project Title: Construction of CP22 Utilities Connectivity Package (CP02 & CP03)

Client: QFZ - Qatar Free Zone / MANATEQ Qatar Economic Zone (QEZ-3)

Consultant: EGIS International

**Jan’17 – Nov’19 Muhibbah Engineering Middle East, Qatar as Senior Document Controller**

Project Title: Construction of Roads and Infrastructure (Phase 2.1 2A Marsa Um Al Houl)

Client: QFZ - Qatar Free Zone / MANATEQ Qatar Economic Zone (QEZ-3)

Consultant: EGIS International

**Jun’14 – Jan’17 with HBK Contracting Co. W.L.L, Doha, Qatar as Project Secretary/ Document Controller**

Project Title: Doha Metro Phase 1 Project – Greenline

Period: Oct’15 – Jan’17

Client: Qatar Railway Company – QRAIL | Consultant: Parson, Systra

Value: QAR 8,989,170,216

Project Title: Enabling Works Package for Al Wakrah Stadium and Precinct

Period: Jun’14 – Oct’15

Client: Supreme Committee for Delivery & Legacy | Consultant: KEO International Consultant

Value: QAR 85,934,658

**Nov’05 – Dec’10 with Al Huda Engineering Works – Doha, Qatar as Secretary/Document Controller**

Project Title: ERC 1400/D3/C3- West Bay, Zone 33 & 60-68 Road Works and Infrastructure

Client: Public Works Authority (ASHGHAL) | Consultant: Consult Maunsell Consultancy Services

Value: QAR 196,663,000

Project Title: Rationalization of TSE System (TSE1 & TSE 2 Pumping Station)

Client: Public Works Authority (ASHGHAL)

Consultant: KHATIB & ALAMI Consolidated Engineering Company

Value: QAR 90,201,000

**Academic Details**

**B. Com** (Bachelor of Commerce)

**Certification**

* IMS Internal Auditor (Based on ISO 14001:2015 & OHSAS 18001:2007)
* ISO 9001:2015 Internal Auditor (Quality management Systems)
* Swift India Plus (Microsoft Office Suites)
* Diploma in Computer Hardware

**Skills**

* Expert in an **Aconex.**
* Experienced working in Primavera Unifier
* 18 years’ experience in document control role.
* Experience with handling and processing different types of documents in electronic format.
* Complete knowledge of ISO required Documentation.
* Computer literate with data entry experience
* Proactive, deadline-oriented, having ability to multi-task.
* Excellent organizational and communication skills Proficient in using Microsoft office suite.
* Familiar with engineering, supplier and contractor document processes

**Personal Details**

**DOB:** 15th May 1984 | **Languages Known:** English, Hindi & Urdu | **Marital Status:** Married | **Address:** Jeddah SA |

**Passport No.:** R8304102 valid till 19-02-2028 | **Nationality:** Indian | **Driving License:** Saudi Arabia |

**Iqama No.:** 2573614951 valid till 23-05-2025