

# TANVEER AHMAD

SOFTWARE ENGINEER

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Tanveer Ahmad

Jeddah, Ksa



## PROFILE

Detailed-oriented and organized **Document Controller** with a background in **Software Engineering** and over **6 years of professional experience** in construction and project documentation — including **5 years in Pakistan** and **1 year in Saudi Arabia**. Skilled in managing, reviewing, and controlling project documents, invoices, and reports while ensuring compliance and coordination with consultants and management teams. Dedicated to maintaining accuracy, efficiency, and consistency in all project documentation processes.

## EDUCATION

### SOFTWARE ENGINEERING

RIU, FSD, Pakistan 2024

### FSC Pre-Engineering

PGCS, Faisalabad

2019

## LANGUAGE

**Urdu:** Native

**English:** Fluent (speaking & listening)

**Arabic:** Basic (understand & limited speaking)

## SUMMARY

A motivated and reliable Site Document Controller with proven expertise in document management systems, project reporting, and data control within fast-paced construction environments. Experienced in handling technical submittals, material approvals, invoices, and correspondence in collaboration with consultants and contractors. Strong knowledge of document control procedures, file organization, and workflow management supported by a solid foundation in Software Engineering. Known for ensuring smooth information flow, timely reporting, and contributing to project success through effective documentation and communication practices.

## PROFESSIONAL EXPERIENCE

### Site Document Controller - Nam Arabia Co., Saudi Arabia

2024-2025

- Manage and control all project documents, drawings, and invoices.
- Review and verify submittals before sending to consultants.
- Maintain organized document control and filing systems.
- Track revisions, approvals, and ensure latest versions on site.
- Prepare daily, weekly, and monthly project reports.
- Coordinate with consultants, contractors, and site teams.
- Support audits and ensure compliance with documentation standards.

### Document Controller - Silver Contracting Co., Pakistan

2019-2024

- Maintain and update records for material delivery notes, requests, and approvals.
- Manage warehouse and site documentation, including material receipts and issue logs.
- Organize and file all project and inventory-related documents systematically.
- Track material movements and update daily and weekly stock reports.
- Coordinate with storekeepers and engineers for documentation accuracy.
- Ensure proper labeling, numbering, and archiving of records for easy retrieval.
- Support audits and assist management in preparing material documentation.

### Team Leader - Riphah University, Pakistan

2021-2024

- Organized academic and technical documents.
- Supported data entry and digital record management.
- Worked as a team member in university workshops and projects.
- Assisted faculty in IT and documentation tasks.
- Prepared reports and maintained accurate records.

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## PROFESSIONAL CERTIFICATIONS

- Personality Grooming Certificate – 3-Month Program
- Bachelor's Degree in Software Engineering – RIUF PAK, 2024
- Document Control & Office Management Training
- MS Office & Data Management Skills

## RESEARCH

### Final Year Research Project: Donation App

Developed an Android-based donation application that integrates multiple charitable organizations into a single platform. The project focused on improving accessibility, transparency, and efficiency in the donation process through a user-friendly mobile interface.

## Technical & Educational Skills

- Document Control Systems:** Proficient in managing project documents, submittals, and reports using structured control systems.
- Software Tools:** MS Office (Word, Excel, PowerPoint, Outlook), Adobe Acrobat, SharePoint, and Google Workspace.
- Data Management:** Skilled in maintaining digital records, logs, and tracking revisions and approvals.
- Reporting & Analytics: Creating daily, weekly, and monthly progress and status reports.
- Database Handling:** Basic knowledge of SQL, MS Access, and data storage systems.
- Programming & Development:** Familiar with Java, Android Studio, and web-based application development.
- System Troubleshooting:** Supporting IT-related tasks such as file recovery, software installation, and data backup.
- File Management:** Expertise in organizing, naming, and archiving technical and administrative documents.

## ACHIEVEMENTS

- Streamlined document control and reporting systems to improve accuracy and workflow efficiency.
- Successfully maintained complete and organized project records across multiple sites.
- Contributed to timely submission of reports, WIRs, and material submittals for consultant approval.
- Recognized for reliability, attention to detail, and effective coordination within project teams.
- Supported digital documentation improvements using technical and software knowledge.