

WAHEED AHMED

Document Controller / Administrator
Doha, Qatar | Phone: +974 31425745 | Email: waheedahmadajjat@gmail.com

PROFESSIONAL SUMMARY

Experienced Document Controller with over 10 years of experience in construction, infrastructure, and oil & gas projects across Qatar and the UAE. Skilled in Aconex, SharePoint, and MS Office, with expertise in managing project documentation, RFIs, submittals, QA/QC records, and compliance documentation.

CORE COMPETENCIES

- Document Control & Records Management
- Aconex & SharePoint Administration
- RFIs, Submittals & Transmittals
- QA/QC & ISO Documentation
- As-Built Drawings & Project Closeout
- Version Control & Archiving
- MS Word, Excel & Outlook
- Coordination with Consultants & Contractors

PROFESSIONAL EXPERIENCE

Administrator – How United Services, Doha, Qatar (2024 – Present)

- Manage administrative and project documentation activities.
- Coordinate document flow between departments.
- Maintain official correspondence and filing systems.

Document Controller – Al-Jaber Trading & Contracting, Doha, Qatar (2021 – Present)

- Manage project documentation using Aconex.
- Handle RFIs, submittals, shop drawings, and transmittals.
- Ensure document compliance and version control.

Administrator – Adan General Transport, Abu Dhabi, UAE (2018 – 2021)

- Managed company records and reporting.

Document Controller – Al-Mukalla Transport, Abu Dhabi, UAE (2014 – 2018)

- Controlled operational and technical documentation.

Document Controller – Career Line LLC, Abu Dhabi, UAE (2012 – 2014)

- Supported project teams with accurate document distribution.

MAJOR PROJECTS

- Tower 121 (Abraj Tower) – Qatar
- Qatar PPP Schools Development Program – Package 1
- ACS International School – Qatar
- Qetaifan Island Package 8 Infrastructure & Landscape – Qatar
- Al Dabbiya Oil Plant – UAE
- Takreer Oil Refinery, Ruwais – UAE

EDUCATION

High School – Tameer-e-Millat Model High School (2008)

PERSONAL DETAILS

Nationality: Pakistani

Languages: English, Urdu, Hindi, Punjabi

Driving License: Qatar, UAE & Pakistan