

HIDAYAT UR RAHMAN

Transferable Iqama

 Documents Controller |  Records Management

Phone: +966 0595172675

Address: Al Jubail, Saudi Arabia

Email: hidayatdc@outlook.com

Document Control Specialist | Proficient in Aconex, SharePoint & ISO 9001 Standards

Career objective:

To obtain a challenging position as a **Document Controller** where I can apply my skills in document management, version control, and compliance to support engineering and construction projects efficiently.

SUMMARY:

Detail-oriented and highly organized **Document Controller** with over 5+ years of experience managing and controlling project documentation within fast-paced construction and engineering environments. Proficient in document management systems such as **Aconex** and **SharePoint**, with a solid understanding of ISO 9001 standards and regulatory compliance. Skilled in version control, document archiving, and maintaining data confidentiality using tools like Microsoft Excel, Word, and PowerPoint. Adept at ensuring seamless document flow, maintaining accurate records, and providing timely access to critical information to support project execution. Recognized for strong communication, collaboration, and a consistent commitment to data integrity and security.

ORGANIZATION I WORKED WITH:

- ✓ Doosan Heavy Industries & Construction Co., Ltd.
- ✓ Modern Architecture Contracting Co. (MACC)
- ✓ EUROBLAST MIDDLE EAST L.L.C
- ✓ SEPCO ARABIA

QUALIFICATION:

Faculty of Science in Computer Science

- ❖ Board of Intermediate and Secondary Education, Pakistan Session: 2019

Diploma in Information Technology

- ❖ Board of Technical and Commerce Education

PROFESSIONAL EXPERIENCE:

Position: QC Document Controller

Company: Doosan Enerbility

Project: Yanbu 4 Power Plant

Duration: (Jan-2021 – July-2022)

Position: Document Controller

Company: SEPCO ARABIA

Project: JIGCC Power Block Project Jazan

Duration: (July-2022 – August-2023)

Position: Document Controller

Company: Modern Architecture Contracting Co. (MACC)

Project: various company projects.

Duration: Sep 2023 to Oct 2024

Position: Document Controller

Company: EUROBLAST MIDDLE EAST L.L.C

Project: projects at Naba Facility

Duration: Nov 2024 to July 2025

Key Responsibilities:

- ❖ Submitting documents in Aconex for approval and review.
- ❖ Transmitting documents via Aconex for information.
- ❖ Generating internal workflow for engineer's review and obtaining the Project Director's signature before transmitting correspondence.
- ❖ Creating workflow templates and mail groups in Aconex.
- ❖ Updating the distribution matrix on a weekly basis.

- ❖ Checking and monitoring workflow daily using “Assigned to Me” and “Assigned to My Organization” filters, and informing the reviewer if any item is overdue.
- ❖ Ensuring the confidentiality of documents, internal control, and compliance with company policies.
- ❖ Responsible for controlling and distributing office stationery and PPE (Personal Protective Equipment).
- ❖ Maintaining the daily attendance sheet for the department.
- ❖ Keeping plant log sheets updated in both hard and soft copy formats.
- ❖ Issuing drawings to concerned personnel through Document Transmittal Notes and maintaining a proper register.
- ❖ Monitoring RFI schedules and related project meetings, and notifying the project engineer for further coordination.
- ❖ Preparing all documents in line with internal and external quality procedures, and transmitting drawings and related documents to concerned contractors, departments, vendors, and clients.
- ❖ Retrieving and downloading engineering and vendor drawings/documents from the database and organizing them for easy access.
- ❖ **Managing Construction Documents:** Responsible for managing, organizing, and controlling all construction-related documents, including drawings, transmittals, submittals, and reports.
- ❖ **Handling Transmittals:** Processing incoming and outgoing transmittals, maintaining accurate logs and registers, and ensuring proper distribution to relevant parties.
- ❖ **Maintaining Logs/Registers:** Creating and maintaining up-to-date logs and registers for all project documents to ensure easy tracking and retrieval.
- ❖ **Version Control:** Ensuring that all team members are using the most current and approved versions of project documents to prevent errors and rework.
- ❖ **Coordinating with Project Teams:** Acting as a central point of contact for document-related matters, coordinating with project managers, engineers, and other departments to facilitate smooth information flow.

Achievements:

- ❖ Developed and maintained an organized documentation system that improved accessibility and traceability.
- ❖ Commended for submitting complete final documentation packages within client deadlines

Duties & Responsibilities

- Quality Reporting and Documentation
- Preparing reports for PQI (Project Quality Index)
- Preparing Quality Newsletters
- Preparing MQMR (Monthly Quality Management Report)
- Preparing PMRR (Project Management Review Report)
- Document Control and Communication
- Preparing and handling Transmittals & Letters
- Handling and controlling RFIs (Request for Information)
- Updating and monitoring NCR (Non-Conformance Report) SOR (Site Observation Report)
- Inspection and Quality Tools Management
- Controlling inspection tools and maintaining Calibration Logs
- Controlling Subcontractor's Quality Documentation and ensuring their accuracy
- Manpower and Scheduling
- Updating and maintaining manpower details as per Schedule
- Database and Electronic Systems
- Verified and maintained all queries and reports in the database
- Designed and maintained various templates and documents
- Monitored documents regularly to ensure accuracy
- Converted hard copies into electronic format
- Performed document numbering per approved procedures
- Processed varied data efficiently, including editing and formatting
- Project Quality Implementation
- Implemented approved project Quality Plans, Procedures, ITP (Inspection & Test Plan), and Scope of Work
- Monitored and prepared QC Documents and Reports
- Raised RFI Requests for inspection to client/third party as per inspection plan

SKILLS & COMPUTER LITERACY:

Computer Skills

- ❖ Proficient in **Microsoft Office**: Word, Excel, PowerPoint, Access, and Outlook
- ❖ Skilled in using **Aconex**, **SharePoint** and other document control systems
- ❖ Comfortable with **all Windows operating systems**, internet utilities, and email tools

Document Control

- ❖ Experienced in managing **document control systems** and workflows
- ❖ Competent in **accurate documentation, tracking, and processing** of project records
- ❖ Maintains proper version control, metadata, and document integrity

Special Skills:

- ❖ Proficient in office procedures with the ability to work collaboratively with personnel and operate various software packages including Microsoft Word, Excel, PageMaker, Visual Basic, design tools, websites, internet utilities, and email platforms.

Certifications & IT Skills:

- ❖ **Digital Literacy** – Ignite & Virtual University
- ❖ **Microsoft Office** (Word, Excel, PowerPoint, **SharePoint**, **MS Access**, aur **Outlook**)
- ❖ **QuickBooks** Accounting Software – Ignite & Virtual University

Professional Experience:

- ❖ Managing document versions and updates
- ❖ Using Aconex or SharePoint for document uploads and approvals
- ❖ Conducting document audits to ensure compliance
- ❖ Coordinating with project teams for document retrieval and submission
- ❖ Maintaining confidentiality and data protection standards

Soft Skills:

- ❖ Problem-solving skills
- ❖ Attention to detail
- ❖ Ability to work under pressure and meet deadlines
- ❖ Adaptability and quick learning

PERSONAL INFORMATIONS:

- ✓ Blood group : A+
- ✓ Iqama Number : 2611050804
- ✓ Iqama Status : Transferable
- ✓ Passport Number : XF9158761
- ✓ Passport Expiry Date : 22-July-2029
- ✓ Language Command : English, Hindi, Urdu,

FURTHER ADDITIONAL INFORMATION CAN BE PROVIDED UPON REQUEST.

I declare that the given information is correct to the best of my knowledge and belief.

[Hidayat Ur Rahman](#)



DOOSAN

Date: 20-July-2022

BRANCH OF DOOSAN HEAVY INDUSTRIES
AND CONSTRUCTION CO., LTD.
Office No. 205, 206 & 207 (2nd Floor)
Al Aqaba Plaza, Qaysiyan Road, P.O. Box
9636, Al Riyadh 11423 Saudi Arabia
TEL: +966 11 419 1636 FAX: +966 11 419 1995

To Whom It May Concern

We, Doosan Enerbility certified that the below-mentioned employee has worked with us under Doosan in our Yanbu 4 IWP.

During his tenure, he is found to be sincere professional, knowledgeable, and hardworking and he has successfully completed all the tasks and assignments given to him.

This Certificate has been issued to him upon his request and without any obligation or liabilities on the part of the company.

Wishing him the very best in all his future endeavours.

Name : Hidayat Ur Rahman
Postion : Document Controller
Joining Date : 1st-January 2021
End of Service : 10th-July 2022


Mr. Sunggyun Ahn
EHS General Manager



شركة سيبكو العربية
SEPCO Arabia Co.

Date : 20 August 2023

CERTIFICATE OF EXPERIENCE

To Whom It May Concern

This is to certify that **Mr. Hidayat Ur Rahman**, Nationality **Pakistani**, Saudi iqama number **2611050804**, worked with **SEPCO ARABIA** as a **QC Document Controller** at “**JIGCC Power Block Project Jazan**” From **July 2022 to August 2023**

During tenure of his service we found him sincere, hardworking, and punctual to his duties and responsibilities, we appreciate his contribution to complete this project successfully.

We wish him all the success in his future endeavor.



Yang B
Commissioning Manager
Yangbo@powerchina-ne.com

Fax:0114536959

Add: Muscat Tower 6 Floor, 7862 King Fahad Road, Al Olaya, Riyadh 12313 KSA



شركة العمران الحديثة للمقاولات
Modern Architecture Contracting Co.

Date: 15 Oct-2024

To Whom It May Concern

This is to certify that **Mr. Hidayat Ur Rahman** was employed with **Modern Architecture Contracting Co. (MACC)** as a Document Controller from **September 2023 to October 2024**

During his tenure, he was responsible for managing construction documents, coordinating with project teams, handling transmittals, maintaining logs/registers, and ensuring version control of project documents in line with company procedures.

We found him to be reliable, hardworking, and professional in his duties.

We wish him success in his future endeavors.


Human Resources Department

Modern Architecture Contracting Co.

شركة العمران الحديثة للمقاولات (ش.م.و.) برج العنود - حي العليا - طريق الملك فهد - المملكة العربية السعودية - الرقم الضريبي: ٣٠٠٤٢٠٥٠٠٠٠٠٠٠٠٠٠٠
Modern Architecture Contracting Co. (O.P.C) Al-Anoud Tower -King Fahad Road - Al-Olaya District - Kingdom of Saudi Arabia VAT: 302004320500003
رأس المال ٣٠,٠٠٠,٠٠٠ ريال - سجل تجاري رقم ١٠٠٤٨٦٨٥٠ - ص.ب. ٢٨٥٢٧٧ - الرياض ١١٢٢٤ - هـ: ١٤٠٦ - ف: ٩٦٤ ٤٦٥٧ +٩٦٦ ١١ ٢٦٠ ٦٩٠٠ - ف: ٩٦٤ ٤٦٥٧ +٩٦٦ ١١ ٢٦٠ ٦٩٠٠
Capital 30,000,000 Riyal - Company Registration No. 1010486850 - P.O.Box 285277-Riyadh 11323 - T : +966 11 260 6900 - F : +966 11 464 4657

DALGAKIRAN
COMPRESSOR 1965

elcometer
Inspection Equipment

EUROGRIT
STRAALMIDDELEN / ABRASIVES
COPPER SLAG, CORAL SLAG, FILTER MEDIA

EURO GARNET

GRACO
Gold Distributor

Innovatech
CONCRETE PREPARATION

PANGBORN
SES
Wheel Blast Machine &
Blast Room

PRD
Internal Blasting &
Coating Equipment

SPE
Auto Blast Machine

rpb
ADVANCING
YOUR SAFETY

UNIQUECOAT
high performance coatings

winoa
Steel Abrasives



يوروبلاست الشرق الأوسط ذ.م.م.

EUROBLAST MIDDLE EAST L.L.C

P.O. BOX: 31230, Dubai, United Arab Emirates, Tel: +971 4 2824400/2824200, Fax: +971 4 2824264
E-mail: info@euroblastme.com, Website: www.euroblastme.com

Date: 20 July-2025

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Mr. Hidayat Ur Rahman** worked as a **Document Controller** at our **Naba Facility** for both our projects with **International Maritime Industries (IMI)**, KSA from **1st November 2024** to **10th July 2025**

During his tenure, we found him sincere, honest, and hardworking, with a professional approach and good knowledge in his field. We wish him all the best in his future endeavors.

Regards,



Mr. Dnyanesh Rajuval
General Manager
Euroblast Middle East
KSA

EXCELLENT SURFACE FINISHING TECHNOLOGY »

