



## Mohammed Shoebuddin

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Location: Riyadh, Saudi Arabia

### **Objective:**

A highly organized and detail-oriented professional seeking a “**Document Controller**” position to leverage strong administrative skills, document management expertise, and proficiency in electronic filing systems.

### **Professional Summary:**

Results-driven Document Controller with 5 years of experience in managing and organizing construction and engineering documentation, ensuring accuracy, compliance, and efficient retrieval. Proficient in document control systems, version control, and workflow coordination. Strong attention to detail with expertise in maintaining project records, transmittals, and compliance documentation. Adept at collaborating with cross-functional teams to streamline document processes and improve efficiency.

### **Academic Qualification:**

- ❖ Master of Business Administration (Finance) - 2018
- ❖ Bachelor of Commerce (computers) - 2015

### **Professional Experience:**

Job position: Document Controller

Company: Saudi Arabian Baytur Construction company, Al Yarmuk St, Olaya, Al Khobar 34446

Duration: Jan 2025 – June 2025

### **Role and Responsibilities**

- Well versed in Document Control Systems and Online Collaboration Tools.
- Skilled in Document Control Systems/ Tools and Electronic Hard Copies Worked in project control Department.
- Manage all aspect of ACONEX & Project Wise administration and use.
- Uploading documents through workflow i.e: IRs, ASB, MIR MAR, OMM, MES, Daily, Weekly, monthly report Uploading OMMREG, ATPs, as built REG & ATPs.
- Updating the Log sheet daily & updating Master Log on Weekly basis Replying the NCR, SOR, SON to Consultant for their Approval.
- Distribution of Letters, MoM to the Engr's for their information & action.
- Compiled and uploaded OMM Registers and As-Built ATP Registers for project handover and closeout.
- Ensured timely information flow by distributing incoming Letters and Minutes of Meeting (MoM) to relevant engineers for action and information.

- Managed both electronic and hard copy filing system, ensuring quick retrieval and strict version control.
- Meticulously checking documents for correct formatting, numbering revision status, stamps, and signature before distribution. A single error can have massive downstream consequences.

Job Position: Document Controller

Company: Hinduja Global Solutions (HGS), Gachibowli, Hyderabad Telangana

Duration: Oct 2020 – Nov 2024

### **Roles And Responsibilities:**

- Preparing, organizing and storing information in paper and digital form.
- Dealing with queries in the phone and by email.
- Typing up letters and reports.
- Ordering office supplies.
- Liaising with staff in other departments, e.g. finance, HR.
- Responsible for the flow and control of all documentation between the clients, consultants, the main contractor and sub-contractors.
- Submitting of shop drawings, detail drawings, As-built drawing, document submission, material submissions, RFI, etc.
- Maintaining log sheets.
- Preparing submittal templates.
- Preparing time sheet for labors and office staff.
- Preparing daily report.
- Updating the project manager about each and every update from consultant through verbally and through email.
- Maintaining the whole documents related to a project in an arranged manner so that easy to find when needed.
- Act as personal secretary of project manager.
- Coordinated all activities related to commercial and administration document types such as contracts, amendments, technical document lists, correspondences, minutes of meeting, reports etc.

### **Technical Skills and Relevant Technologies:**

- |  |   |
|--|---|
| ➤ Monitoring document control processes        | ➤ Time Management & Prioritization  |
| ➤ M. S office, Windows 10/11                   | ➤ Document Controller / Project Controls Specialist                                     |
| ➤ Financial & Accounting Skills                | ➤ Experience with cloud-based storage (Google Drive, Dropbox, OneDrive) Time management |
| ➤ Document management system implementation    | ➤ Workflow Automation   |
| ➤ Data Entry & Record Maintenance              | ➤ Document verification   |
| ➤ Accounts Payable /Receivable                 | ➤ Quality Control (QC) & Attention to Detail  |
| ➤ Document scanning and copying                | ➤ Teamwork & Collaboration  |
| ➤ Project Support                              | ➤ Filing & Archiving Expertise in both electronic and physical filing systems           |
| ➤ Expense Report Auditing & Fraud Detection    |   |
| ➤ Familiarity with data analysis in Excel      |   |
| Excel and Words (e.g., formulas, pivot tables) |   |

### **Personal Details:**

- **Name:** Mohammed Shoebuddin
- **DOB** 14-01-1994
- **Nationality:** Indian
- **Iqama's Status:** Valid & Transferable
- **Languages:** English, Urdu, Basic Arabic
- **Driving License:** Valid Driving License

