

SYED HUSSAIN HUSSAINI

Senior Lead Document Controller

Personal Details:

Date of Birth: 1981

Nationality: Indian

Marital Status:

Married

Current Location: Saudi Arabia

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Email: syedhussainhussaini2012@gmail.com

Education:

Master of Business Administration
(M.B.A)

B.com Bachelor of commerce
(B. COM)

Software proficiency:

- SAP FICO.
- ORACLE R12
- Microsoft Dynamic-365
- QuickBooks ERP
- ORACLE ACONEX
- Oracle Unifier (PMIS)
- M.S Office suite

Achievement:

- Client experience includes Client experience includes private and public organization Management.
- Made the highest Revenue for the financial Year's.
- Establish and maintain a sound relationship with clients.
- Project Cost Control and Material Management.
- Foreign Exchange Commodities Derivatives and Researcher Analysis.

EXPERIENCE: 17 Years

I am working as a senior document controller and responsible for coordination for project documents and records management services for all aspects of project from start to closeout. This include providing on demand request services to the project manager and other technical team members and staff, ensure that the document control system is administered and maintain in accordance with PMC and client procedure Responsible of processing day to day document submission of Contractor like Daily Reports, Weekly Reports, Monthly Report Work Inspection Request, Material Inspection request, Material Submittals& Other Construction Documents from the Contractor.

DAR AL RIYDH

Projects: AL Fursan-NHC Riyadh project 1&2 (2024 to till date) Senior Lead Document Controller

- Assure contractors compliance with document control standards
- Procedures comply with documentation requirement the PMC
- Responsible for making sure the data received is circulated to the right engineer of the site supervision team for review and approval of all documents from the consultant/contractor.
- Managing & policing of contractor, making sure documents are submitted in standard procedure. Mapping distribution matrix procedure & workflow provided by PMC.
- Reminds to all discipline engineers of all Due /overdue documents.
- Provide document control and organize a comprehensive filing system for all received and outgoing correspondence on design projects in accordance with corporate policies and procedures.
- Maintain a register of design manuals, vendor manual. Design drawing, maintain copies of all programs submitted project.
- Assist other members in the design team to set up and maintain the filing system in an organized manner
- Ensure that backup copies of the files are made on a regular basis in accordance with the corporate policies and procedures.

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Senior Lead Document Controller

SAUDI BINLADEN GROUP -ABCD.

King Abdul Aziz International Airport project 2016 to 2023

Document controller

Responsibilities:

- Responsible for processing day-to-day document submission of Contractor like Daily Reports, Weekly Reports, Monthly Report Work Inspection Request, Material Inspection request, Material Submittals & Other Construction Documents from the Contractor.
- Assure Contractors compliance with Document Controls.
- Responsible for making sure the data receive is circulated to right engineer of the site supervision team for review and approval of all documents from the contractor
- Managing & Policing of contractors, making sure documents are submitted in standard procedure on ACONEX, Mapping Distribution matrix procedure & Workflow provided by PMC.
- Reminds to all discipline engineers of all Due/Overdue documents.
- Maintaining document controls databases through input of document information.

SAUDI BINLADEN GROUP -ABCD.

C.M.A (Tower capital Marketing project) 2013 to 2016 Operation controller pcs department

Responsibilities:

- Oversee day-to-day operations, assign weekly & monthly goals
- Responsible for improving business processes for each department through analysis.
- Maintain project timelines to ensure tasks are accomplished effectively.
- Carry out feasibility check before the commercial team closes any contract
- participate in financial discussions with team leader and provide necessary input
- Manage the Planning function's daily operations by providing expertise processes
- Develop logistics in organizing records, files and statements
- Overseeing special projects and tracking progress towards company goals
- Building new and expanding existing skills by engaging in educational opportunities

SAUDI BINLADEN GROUP - PBAD.

Jamarat project Makkah 2009 to 2013
Sectional controller Finishing Dept

Responsibilities:

- Develop strategies in administrative manager functions to effectively
- Ensures the targets for Operations Department in terms of customer satisfaction
- To perform an overview of the on-going projects including quality
- Monitors the progress of the project by tracking it against the schedule
- Planning inspection, arrival of consignment at port, safety records
- Monitors the progress of the project by tracking it against the schedule on route

SAUDI BINLADEN GROUP - BPBAD.

The clock tower
Makkah 2002 to 2009
Project Specialist

Responsibilities:

- Develop inventory control management systems for the inventory department.
- Assistant support front desk management in handling visitors and clients
- Purchase of foreign and local suppliers and logistic supply chain shipment clearance
- Cashflow management inflow and out flow of funds
- Supervising day-to-day operations of the Management and Administrative
- Coordinate work within the Planning team to enhance work output, to achieve high-performance standards and meet established targets.
- Responsible for the company's cash management including internal and external transfers.
- Assist with the hand over, closeout and archive of project documentation on time and in accordance with project requirement