



## CONTACT

**Phone No:** 059 3272471

**WhatsApp:** 059 3272471

umar\_qayum\_786@yahoo.com

<http://www.linkedin.com/in/umar-qayum-7403b453/>

Passport No. AG4153863

**Iqama: (Transferable)**

**Current Location: Jubail (KSA)**

## EDUCATION

Bachelor of Commerce from  
University of Peshawar in 2002

## SKILLS

- Strong Organizational & Time Management Skills.
- Excellent attention to detail & accuracy.
- Proficient in MS Office Suit (Word, Excel, PowerPoint).
- Excellent in Document Management tools (Aconex, Primavera P6, Folderit, DMS)
- Bookkeeping

## LANGUAGES

English, Urdu, Pashto & Arabic

# UMAR QAYUM

## Document Controller

### PROFILE SUMMARY:

Detail-oriented and organized Document Controller with 09 years of KSA experience in managing document control processes with Consultant & Contractors. Proficient in maintaining documentation systems to ensure compliance with regulatory and internal standards. Expertise in version control, document archiving, and facilitating the review and approval process to enhance operational efficiency.

## WORK EXPERIENCE

**Feb 2019 – March 25**

**Document Controller | Power Construction Corporation of China LTD in Pakistan**

- ❖ Maintain and manage all documents through Software (Folderit).
- ❖ Ensure all documents are properly labeled, stored, and filed according to the company standards.
- ❖ Coordinate document review and approval processes with relevant stakeholders.
- ❖ Ensure all revisions are documented and communicated to the relevant departments.
- ❖ Manage the archiving of old documents as per the retention schedule.

**July-2015 to Jan-2018**

**Document Controller | NKY Engineers & Architects | Riyadh, KSA.**

- ❖ Coordinate all activities related to the Document Control procedure in PCM (Primavera Contract Management) including technical documents, drawings, and material submittals.
- ❖ Input document data into the PCM (Primavera Contract Management) ensuring that the information is accurate and up to date.
- ❖ Generate the various document control reports as required.
- ❖ Maintain updated records of all approved documents and drawings and their distribution clearly.

**September 2008-March 2015**

**Document Controller & Secretary | Saudi Oger Ltd | Riyadh, KSA.**

- ❖ Coordinate the activities of document control, including archiving, filing, and distribution of documents, tracking and validating activities and report on document review progress.
- ❖ Ensure that all documentation accurately reflects the status of changes and outstanding issues by posting changes to computerized or manual control records as requested, and maintain related files.
- ❖ Prepare meeting objectives and agendas and document the minutes of meetings.
- ❖ Follows Documentation activities to comply with Company standards and procedures.
- ❖ Manage the document/drawing review process, Internal and External

**July 2005-September 2008**

**Accountant Assistant | Minhaj Muhammad & Brothers (CPL) | Swabi, Pakistan**

پشاور یونیورسٹی

# University of Peshawar

(Pakistan)

Session ANNUAL 2002

IMR QAYUM SON of SAID QAYUM

GOVERNMENT COMMERCE COLLEGE, SWABI

and a student of **habing**

passed the prescribed Examination held in JULY, 2002, is this day admitted by the University of Peshawar to the Degree of

**Bachelor of Commerce**

in SECOND Division

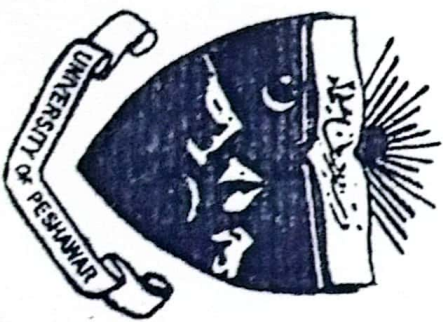
The Examination was taken as ~~whole~~ in parts

Serial No: 005818

Registration No. 99-SO11-70

Roll No. 2306

Result declared on 20TH Dec, 2005

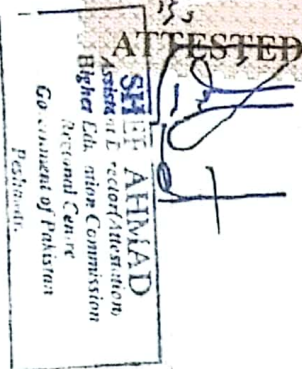
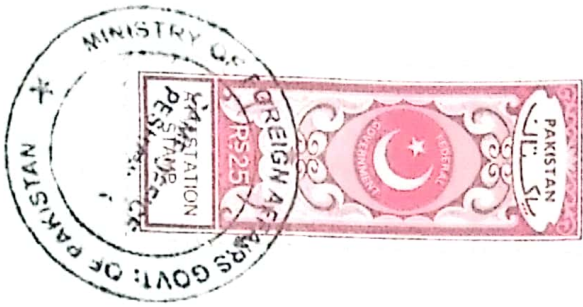


Registrar

Countersigned

Vice-Chancellor

580-2



117/1/2015



129

Comp Office  
Peshawar Attestation  
No: 825



1-8-86

1/8/02

10/10/13

18/06



S. No. 006157

Roll No. 14510

# N.W.F.P. Board of Technical Education



PESHAWAR-PAKISTAN

## DIPLOMA IN COMMERCE EXAMINATION

SESSION 1999

(ANNUAL / ~~SUPPLEMENTARY~~)

This is to certify that

MISS/MR. UMAR QAYUM

~~DAUGHTER~~/SON OF MR. SAID QAYUM

REGISTERED NO. GCTI/SWB/SH/97-8494

OF THE GOVT: COMMERCIAL TRAINING INSTITUTE SWABI

HAS PASSED THE DIPLOMA IN COMMERCE EXAMINATION OF THE N.W.F.P.  
BOARD OF TECHNICAL EDUCATION PESHAWAR HELD IN THE MONTH OF  
MAY, 1999 SECURING 747/1450 MARKS AND WAS PLACED  
IN "C" GRADE.

THE CANDIDATE PASSED IN THE FOLLOWING SUBJECTS.

### SHORTHAND GROUP

- |                             |   |
|-----------------------------|---|
| 1) ENGLISH                  | 5) ENGLISH / <del>URDU</del> TYPEWRITING            |
| 2) URDU                     | <del>ELEMENTARY STATISTICS DATA</del>               |
| 3) ISLAMIYAT / PAK. STUDIES | <del>PROCESSING ON COMPUTER</del>                   |
| 4) ECONOMICS OF PAKISTAN    | 6) ENGLISH / <del>URDU</del> SHORTHAND              |
|                             | 7) ACCOUNTING I                                     |
|                             | 8) <del>SECRETARIAL STUDIES</del> SOFTWARE PACKAGES |

In recognition thereof this


## DIPLOMA IN COMMERCE

is awarded to her/him at Peshawar

on the 12TH day of JULY, 12 2000

Peshawar 12.7.2000

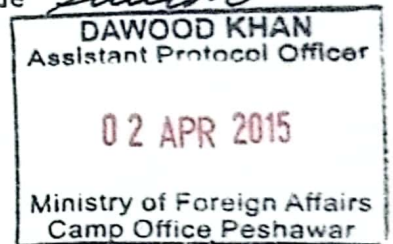
  
ASSISTANT SECRETARY

  
SECRETARY

DIPLOMAS IN COMMERCE ISSUED BY THE BOARDS OF TECHNICAL EDUCATION ARE HELD EQUIVALENT TO F. A. (INTERMEDIATE) OF THE BOARDS OF INTERMEDIATE AND SECONDARY EDUCATION IN THE COUNTRY VIDE A BOOK OF EQUIVALENCE OF EDUCATIONAL CERTIFICATES IN PAKISTAN PUBLISHED BY THE GOVERNMENT OF PAKISTAN MINISTRY OF EDUCATION, INTER BOARD COMMITTEE OF CHAIRMEN ISLAMABAD.

### EVALUATION PLAN

1. 80% and above ... .. Distinction
2. 70% and above but less than 80% ... 'A' Grade
3. 60% and above but less than 70% ... 'B' Grade
4. 50% and above but less than 60% ... 'C' Grade
5. 40% and above but less than 50% ... 'D' Grade
6. 33% and above ... 0% ... 'E' Grade



64

13 MAR 2015

CHECKED & VERIFIED

Dealing Clerk

Asslt. Secretary  
KPK, BTE, Peshawar

Comp Office  
Peshawar Attestation  
No: 875



# BOARD OF INTERMEDIATE AND SECONDARY EDUCATION



## Peshawar N.W.F.P. Pakistan Secondary School Certificate Examination SESSION 1996 (SUPPLEMENTARY) (HUMANITIES GROUP)

THIS IS TO CERTIFY THAT Umar QayumSon/Daughter of Said Qayumand a resident of Swabi District

has passed the Secondary School Certificate Examination

of the Board of Intermediate and Secondary Education, Peshawar held in October 1996

as a **Private candidate**. He/She obtained 423 Marks out of 850and has been placed in Grade D Representing Fair

The Candidate passed in the following subjects.

- |            |                     |                     |           |
|------------|---------------------|---------------------|-----------|
| 1. English | 3. Islamiyat        | 5. Gen: Science     | 7. Art    |
| 2. Urdu    | 4. Pakistan Studies | 6. Gen: Mathematics | 8. Pashto |

Date of birth according to admission form is Fifteenth April,one thousand nine hundred and Seventy Nine (15-4-1979)

Asstt. Secretary  
24th December, 1996

This certificate is issued without alteration or erasure.



Secretary

Date: 15 . 01 . 2018

Issued by: Human Resources Dept.

التاريخ: ٢٠١٨ / ٠١ / ١٥ م

حررت بواسطة: إدارة الموارد البشرية.

### Experience Certificate

### شهادة خبرة

Name: UMAR QAYUM SAID QAYUM  
Nationality: PAKISTAN  
ID Number: 2398355087  
Work Period From: 01 . 07 . 2015  
To: 20 . 01 . 2018  
Profession: SECRETARY

الاسم: عمر قيوم سيد قيوم  
الجنسية: باكستاني  
رقم الهوية: ٢٣٩٨٣٥٥٠٨٧  
فترة العمل من: 2015 / 07 / 01  
إلى: 2018 / 01 / 20  
المهنة: سكرتير

This is to confirm that employee Was employed by NKY Architects & Engineers & It has been good conduct and behavior during the period described.

تشهد إدارة شركة NKY للهندسة المعمارية بأن موظفنا الموضحة بياناته أعلاه قد عمل لديها ، وقد كان حسن السيرة والسلوك خلال الفترة الموضحة.

This certificate has been issued upon his request and we wish him best of luck.

تم اصدار هذه الشهادة بناءً على طلبه ونتمنى له التوفيق .

Sincerely ,  
NKY Architects & Engineers

مع فائق التقدير والاحترام،  
شركة إن كيه واي للهندسة المعمارية

شركة إن كيه واي للهندسة المعمارية  
NKY  
س.ت ١٠١٠٤٠٣٢٥٦  
ARCHITECTS & ENGINEERS

Riyadh - King Fahd Road - Masmouda Qu  
Grand Tower - Building No. 8428  
Code 12363 - Edit No. 4250 - Floor ( 11 )  
Tel.: 011 2030300 - 011 2030309 - C.C.No. 60241

www.nky.com.sa

شهادة خبرة  
التوقيع مطابق من انسى مسؤولية عن مستندات الوثيقة  
شركة إن كيه واي للهندسة المعمارية والهندسة والانشاءات  
والجارة المسجلة  
توقيع طارق زباد المصري  
2018-1-18  
معاملات بين المنشآت  
11603372  
25  
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الرياض - طريق الملك فهد - حي المصمدية  
برج الجردند تاور - مبنى رقم ٨٤٢٨  
الرمز ١٢٣٦٣ الرقم الاضاحي ٤٢٥٠ - الدور ( ١١ )  
تلفون : ٠١١ ٢٠٣٣٠٠ - ٠١١ ٢٠٣٣٩٩ - حاضوية ٢٠٣٤١





التاريخ: 2015/01/20م

((شهادة خبرة))

بهذا تشهد شركة سعودي اوجية المحدودة للمقاولات  
بان السيد عمر قايوم ابن سيد قايوم حشرت  
كان يعمل لدينا بمهنة (مراقب المستندات) وقد منح  
هذه الشهادة بموجب قانون العمل في المملكة  
العربية السعودية.

الاسم : عمرقـيوم

## الجنسية: باكستاني

رقم المواظف: ((097749))

تاريخ التعيين: 2008/09/18م

## حَتَّى تَارِيخِهِ

الوظيفة: مراقب المستندات

وقد أعطي المذكور هذه الشهادة بناء على طلبه دون أدنى مسؤولية على الشركة.

مدير إدارة الموارد البشرية والسفوفون  
الإدارية