

Ali Muhammad

Document Controller

Saudi Arabia

+966 533 793 277 / Email: alimuhammad002@gmail.com (Transferable Iqama)

Dedicated **Document Controller** with over **10 years of experience** managing technical documents, project correspondence, and digital archiving across **construction, infrastructure, and humanitarian sectors**. Proven expertise in fast-paced environments like **NEOM (Alfanar Projects), BMCO, Capital Light Corner, and Médecins Sans Frontières (MSF)**. Highly skilled in **Aconex, SharePoint, and SAP**, with a strong track record in **workflow automation, document lifecycle management, and regulatory compliance**. Successfully led initiatives in **document digitization, CV tracking, invoice monitoring, and confidential patient record archiving**, ensuring enhanced accessibility, security, and operational efficiency. **Recognized** for precision, integrity, and consistently streamlining documentation workflows to support timely and compliant project execution.

Experience

Document Controller

Jul 2025 – Current

Sulzer – Saudi Pumps

- Oversee and manage all project documentation processes through Aconex and SAP, ensuring that all submissions, revisions, and approvals are completed accurately, on time, and in compliance with project and client requirements.
- Establish and maintain digital tracking systems and dashboards in Aconex and SAP to monitor document flow, approval progress, and overdue actions—enhancing visibility and control across all project teams.
- Coordinate with engineering, procurement, quality, and construction departments, as well as subcontractors and consultants, to ensure proper collection, verification, and filing of technical and contractual documents.
- Maintain an up-to-date document register and ensure proper version control for all document categories, including incoming and outgoing correspondence, submittals, transmittals, and RFIs.
- Analyze document control data and workflows to identify inefficiencies, recommend process improvements, and support continuous enhancement of document management practices.
- Ensure that all documents meet company standards, client specifications, and ISO quality requirements, supporting audits and quality management processes.
- Generate and present regular document control reports for management, highlighting document progress, status, and key performance indicators.
- Safeguard the confidentiality and integrity of project documents by maintaining secure storage and controlled access within Aconex and SAP systems.

Document Controller / Data Analyst

Jul 2023 – June 2025

AlOhda Contracting Co. – Alfanar Projects, NEOM, KSA

- Manage and control all project documentation workflows using Aconex, ensuring accurate, timely submission, revision, and approval of technical documents in compliance with project standards and contractual requirements.
- Develop and maintain automated tracking logs and dashboards within Aconex to monitor document submission status, approval timelines, and highlight pending or overdue items, improving document control efficiency.
- Coordinate with project teams, subcontractors, and consultants to collect, verify, and archive documents systematically for easy retrieval and audit readiness.
- Ensure document version control and maintain document register, including logs for Incoming, Outgoing,

- Transmittals, Submittals, and RFI responses.
- Perform data analysis on document control processes and metrics to identify bottlenecks and propose improvements in document management workflows.
- Support project quality management by ensuring document compliance with client specifications, company policies, and regulatory standards.
- Assist in generating reports on document status, progress, and control metrics for project management and senior stakeholders.
- Maintain strict confidentiality and security of sensitive project data and documents.

Document Controller/Admin Officer

Dec 2022 – June 2023

Capital Light Corner Contracting Co., Riyadh, KSA

- Managed and organized all project documentation, ensuring proper version control, timely submissions, and compliance with company standards.
- Maintained both digital and physical filing systems for efficient document retrieval and audit readiness.
- Coordinated with project teams, consultants, and vendors for document circulation and follow-ups on approvals.
- Performed administrative duties including correspondence handling, meeting scheduling, and office coordination.
- Assisted HR and finance with timesheet tracking, record management, and document-related support tasks.

Data Processing Officer

Apr 2021 – Nov 2022

Médecins Sans Frontières – France (MSF-OCP)

- Generate updated documents and reports to support medical decision-making.
- Maintain high data quality and confidentiality following MSF protocols.
- Designed tools to monitor field session records and automated progress reporting.

Document Controller / Archivist

Jul 2014 – Jan 2021

Médecins Sans Frontières – Belgium (MSF-OCA)

- Compile data from MSF facilities & partner health centers; support weekly, monthly reports for the Medical team.
- Review source documents to verify accuracy, identify missing inconsistent data, collaborate with team to clarify entries or correct discrepancies.
- Managed 500+ shelf archival system; implemented formal document request & security tracking.
- Developed Excel tools to automate weekly/monthly hospital data reports.

Core Components

- Electronic Document Management Systems (EDMS)
- Workflow & Lifecycle Management
- Document Numbering & Revision Control
- Audit-Ready Archiving Systems
- Cross-Functional Team Coordination
- Data Analytics & Reporting Dashboards
- Recruitment & HR Documentation Support
- Compliance with ISO and Project Standards
- Process Automation & Log Tracking
- Secure Data Handling & Confidentiality

Key Achievements

- **Automated Aconex Log System** at NEOM (Alfanar) to monitor pending document workflows, reducing submission delays by **30%**.
- **Streamlined HR documentation process** at Capital Light Corner, by introducing a candidate shortlisting tracker, improving recruitment response time by **40%**.
- **Designed a document indexing and invoice tracking system** for Capital Light Corner, ensuring **100% traceability** of records for audit compliance.
- **Implemented secure archiving practices** and digital dashboards for field data at MSF, enhancing data retrieval and **reducing manual effort by 50%**.
- Received **consistent recognition from project managers and QA/QC leads** for accuracy, speed, and reliability in handling critical project documents.

Key Skills & Tools

- **EDMS Expertise:** Aconex (Certified), SharePoint, SAP
- **Document Control:** Workflow Management, Transmittals, Submittals, Revision Control
- **Archiving & Compliance:** Hard/Soft Copy Management, Audit Readiness, ISO Standards
- **Office Tools:** MS Office 365, Excel (Advanced), Google Sheets
- **Communication:** Coordination with Engineering, Procurement & Construction Teams
- **Other Tools:** Power BI, Tableau, Canva, Microsoft Forms

Project Contributions & Tools

- **Alfanar – NEOM:** Developed Aconex log automation to track document submission lifecycles and approval workflows.
- **Capital Light Corner:** Implemented document indexing system and invoice tracking database for enhanced traceability.
- **Médecins Sans Frontières (MSF):** Created high-security digital archiving system and field data visualization dashboards.

Education

- **Master's degree in social science** – University of Peshawar, Pakistan
- **Diploma in Information Technology** – Board of Technical Education, Peshawar

Certifications

- **Aconex Certified**
- **Microsoft Excel (Advanced)** – Management Development Institution (2018)
- **Power BI & Data Visualization** – Online courses (2023)
- **Microsoft Visio** – Online courses (2024)
- **Tableau (Basic)** – Self-taught / practice projects
- **MSF Training:** DHIS2, Microsoft Word & Excel
- **Safety Courses:** IOSH, OSHA, Fire Safety

Languages

- English – Fluent
- Arabic – Intermediate
- Urdu – Native
- Pashtu – Native