

Holds a B. A. in English Language and has over 3 years experience working in administration and document control.

## PERSONAL DATA

Nationality : Saudi Arabia  
Gender : Male  
Marital Status : Married  
Residence : Dammam, KSA

## EDUCATION

: B. A. in English Language, South Seattle Community College, 2015

## LANGUAGES

Arabic : Native Language  
English : Fluent

## COMPUTER SKILLS

: Windows, MS Office, Internet

## TRAINING COURSES AND CERTIFICATIONS

- : ISO 9001:2015 Internal Auditor, High Industrial Technical Training Institute (Criterion) – Dammam, KSA (Sep. 2021).
- : EDMS Implementation, ConsepSys (Aug. 2021).
- : CSWIP 3.1 Welding Inspector, TWI / ERAM International (Oct. 2020).
- : Diploma in Human Resource Management, Dammam Chamber of Commerce (May 2019).

## CHRONOLOGICAL EXPERIENCE RECORD

**Dates** : From Jan. 2022 till now  
**Employer** : Faithful + Gould, Member of the SNC-Lavalin Group – KSA  
**Job title** : Document Controller  
**Job Description** :

- Present, Manage and control project documentation in accordance with project procedures.
- Ensure identification of documents and compliance with standard templates and format.
- Perform quality and compliance checks on all documentation received

and before issuing.

- Responsible for the collection, distribution, and storage of controlled documents, including being watchful of documents moving in and through the project to validate correct processing and recording.
- Ensuring all metadata is supplied and properly registered into the system.
- Register the receipt of documents from contractors.
- Transmit documents to internal and external parties for review and information.
- Transmit the comments on documents back to originators.
- Ensure that all issued project documents are correct in accordance with document control procedures.
- Hand-over of documentation to the Client Document Controller.
- Close out and archive project at end of shelf life.

<b>Dates</b>	:	From Sep. 2019 till Sep. 2020
<b>Employer</b>	:	McDermott – KSA
<b>Job title</b>	:	Senior Administrative Assistant (QA/QC Document Controller)
<b>Job Description</b>	:	<ul style="list-style-type: none"><li>• Ensure that all controlled Quality documents related to the Project are maintained to the latest issue.</li><li>• Verify that only the last revision drawings, submittals.</li><li>• Prepare all documents based on the quality procedures for internal and external audit.</li><li>• Transmittal of drawings, quality procedures.</li><li>• Submitting technical documents for review and approval.</li><li>• Maintaining all correspondence and other transmittal from the Clients and other contractor / suppliers / vendors.</li><li>• Maintaining instruments calibration log.</li><li>• Aware of all types of quality documents like ITP, Checklist, RFI, method statements, Nonconformance report.</li><li>• Receiving, dispatching and filing of all technical and nontechnical documents in and out of the office.</li><li>• Assist to prepare monthly QMR.</li><li>• Prepare weekly WRR.</li></ul>