



Shoab Khalid

Senior Document Controller

15 years of stellar leadership as a Senior Document Controller in construction and consultant contracting. Expert in efficient document management, quality control, and regulatory compliance. Proven record in implementing systems, optimizing workflows, and achieving cost savings. Strong leadership, security, and collaboration skills. Recognized for excellence and continuous improvement. A driving force in project success.

Project experience gained in Kuwait with multiple firms.

Contact

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+965 - 51542057

Email

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Address

Khaitan, Block-9, Street-2,

Bldg-3 - Kuwait

Education

2004

Bachelor of Commerce

Gift University of Gujranwala - Pakistan

2014

MBA - Business Administration

Kings Lake University - California - USA

Expertise

- Aconex Document System
- Microsoft Office
- Scanning & Editing
- Ulead Video Studio
- Networking SKills
- Computer Hardware & Software
- Networking Skills
- Ulead Editor

Language

English

Arabic

Urdu

Hindi

Experience

○ Dec 2016 - Till date Oct -2023 New Al Sabah Hospital Project

Shapoorji Pallonji | Kuwait

Senior Document Controller

- Maintain and control over as a HOD with 6 members of team for the Project site as Senior Document Controller.
- ACONEX software using for uploading all project documents, Approvals, and for soft record
- Administrator for the ACONEX software to edit facilities references etc..
- Responsible for establishing and maintaining a effective document control systems.
- Ensuring that all design documentation is accurate, up to date and accurately distributed to relevant parties
- Maintain a tracking facility to enable documents to be updated easily.
- Scanning in all relevant documents.
- Checking dispatch documents and drawings.
- Presentation and filling of documents and drawings.
- Responsible for maintain hard copy information.
- Issuing and distributing controlled copies of information.
- Provide advice on procedures of issue and methods in accessing the system.
- Ensuring all documents are up to date as possible within electronic filing system.

○ March-2016 Till November-2016 Tennis Complex Project

OHA Engineering Consultant

Senior Document Controller

- Maintain and control over as a HOD with 6 members of team for the Project site as Senior Document Controller
- Responsible for establishing and maintaining a effective document control systems. Ensuring that all design documentation is accurate, up to date and accurately distributed to relevant parties
- Maintain a tracking facility to enable documents to be updated easily.
- Scanning in all relevant documents.
- Checking dispatch documents and drawings.
- Presentation and filling of documents and drawings.
- Responsible for maintain hard copy information.
- Issuing and distributing controlled copies of information.
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Experience

Residency Article KUWAIT

18 No Transferable

Driving License

Kuwait & Pakistan - Valid

Approval Attached

Ministry of Health Projects -
Document Controller

2015 Till March 2016

Project - Jahra Cinema

OHA Engineering Consultant

Project Administrator

- Carrying out normal site office routines and procedures including self correspondence, preparation of internal and site office memos, typing of all office correspondences, minutes of meetings, filing, etc.
- Co-ordinate with Resident Engineer and other staff for the day-to-day work.
- Timesheets, assist to executive director, coordinate meetings and did administrative tasks like HR, Recruitment, Admissions, Keep the Office Equipment's and conduct the office orientation training program, keeps record of office inventories, perform other duties as assigned by supervisor or executive director.
- Preparing Monthly Reports with Dashboard with Planning department for Client submissions.

2014 Till 2015

Project Gharnata Cinema - Khiatan

OHA Engineering Consultant

Project Administrator

- Carrying out normal site office routines and procedures including self correspondence, preparation of internal and site office memos, typing of all office correspondences, minutes of meetings, filing, etc.
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Feb-2014 Till July-2014

Project Make Meaning- 360 Mall

OHA Engineering Consultant

Project Administrator

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Experience

2010 Till 2013

Project Basrah Water Supply Improvement

NJS Consultant JV OHA Engineering Consultant

Project Administrator & IT Assistant

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- Preparing Monthly Reports with Dashboard with Planning department for Client submissions.
- Maintenance of Computers by Hardware & Software.
- Utilize Network issues with PC's

2009 Till Dec-2009

Al Andalus Car Park Project - Hawally

OHA Engineering Consultant

Project Secretary

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2008 Till 2009

SS & J - Cienma Salmiya Project

OHA Engineering Consultant

Project Administrator

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- Co-ordinate with Resident Engineer and other staff for the day-to-day work.
- Timesheets, assist to executive director, coordinate meetings and did administrative tasks like HR, Recruitment, Admissions, Keep the Office Equipment's and conduct the office orientation training program, keeps record of office inventories, perform other duties as assigned by supervisor or executive director.
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Experience

2007 - 2008

Global Tower Project - Sharq City

OHA Engineering Consultant

Project Secretary

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2006 Till 2007

360 Mall Site Office

OHA Engineering Consultant

Project Secretary

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2005 Till 2006

SS & J - Cienma Salmiya Project

OHA Engineering Consultant

General Manager & Executive Secretary

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