

Ali AHMED Al Rubah

S. DOCUMENT CONTROL

Personal information:

Nationality: Saudi

DOB: 08th Feb 1982

Email: hardee_1@hotmail.com

Marital Status: Married

Mobile: 0502119466

Objective:

Seeking a challenging & interesting career to develop my skills & increase my knowledge with potentiality to achieve my personal objective.

Education:

High School certificate with science major.

Diploma in computer and English language & Human Resources Development

Fund by TCE "Technical seminar center" 2006.

Summary of Qualifications:

Verbal, written and physical presentation and communication skills in Arabic & in English.

Fast learner.

Very good knowledge of using MS & other programs.

Indexing, arrange, and organize the documents such as DCL and SOW & more for projects submittals. Dealing with the packages.

Experience:

Working as "Documents Controller" China Railway Construction Corporation (CRCC) Saudi Aramco Corporate Academy (Dhahran) Project.

Form: January 07,2024.

Handling intake, scanning, verification, and storing documents.

- I work EPM ARAMCO System
- Filing and archiving relevant documentation.
- Retrieving files for other employees and customers when needed.
- Designing templates for documents, file types, and document databases.
- Checking and editing documents for accuracy and compliance.
- Controlling the flow of documents in and out of the department.
- Reporting errors or developments regarding document storage.
- Ensuring the secure destruction and disposal of sensitive documents.
- Updating and maintaining document management systems and physical records.
- Maintaining the security of confidential documents.
- Assisting employees with accessing documents through our document management system.

Working as “Senior Documents Controller” in Egis Company.

Form: January,08 2023 TO December,07 2023.

Working as “Supervisor Document Management” in KBR-AMCDE Company Form 01,
Jun 2022 TO January,01 2023.

I Work in Document Controller with Management.

- * Coordinating with the client/contractor document process
- * Updating the document in the Aramco System
- * Circulating the document to the concern engineers
- * * Data entry
- * Preparing Transmittal
- * Controlling Letter in and Letter out
- * Resaving Document and updating log
- * Issue EIDR for Engineer Review
- * Coordinate with the project team

I Working in Client group Aramco System for Harada GOSP-3 Oil with Aramco employee

Receive and send All Transmittals by email Follow Up Signing it

I have Access for IPLANT Network Aramco for Harada GOSP-3 Oil Project.

Working as “Documents Controller” in SAAD ALI AL ESSA GROUP.

FORM 01, DECEMBER 2020 TO 25, May 2022.

I work in Document Controller in Safety group and Management in Ras Tanura Project.

- Logging the Transmittals in the system
 - Coordinated Jointly with Aramco employees to produce weekly status reports
 - Printing and scanning and the Archiving of Transmittals
 - Monitor Transmittals using tracking system and reporting on overdue items to the concerned parties.
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(From 08, January 2017 to 05 March 2020)

Working as “Documents Controller” in (Turner) – Project Dhahran Ajyal Home Ownership.

- _ Receiving Transmittals
 - Logging the Transmittals in the system
 - Coordinated Jointly with Aramco employees to produce weekly status reports
 - Printing and scanning and the Archiving of Transmittals
 - Monitor Transmittals using tracking system and reporting on overdue items to the concerned parties.
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(From 27th, April 2014 to 04, January 2017)

Working as “Documents Controller” in SNC-Lavalin Fayez Engineering (SLFE) - Al Khobar.

BI-10-01382, Residential Housing Dhahran CAMP-Revised.

BI-10-01055 JAZAN SAPMT CAMP AND SITE OFFICES-Revised.

BI-10-00768 PIPELINE REHABILITATION – 2012.

EW0#14C148 MISC. Technical Support & Scoping for Various CADMU Proponents.

BI-10-001276 Upgrade Government Security Facilities Kingdom Wide.

BI-10-01265 Expand Asphalt Production Facility- RTR-Revised
EW0#14C148 MISC. Technical Support & Scoping for Various CADMU
Proponents.

EW0#14C188 MISC. Technical Support & Scoping for Various CADMU Proponents.

EW0#13C138 Updating Tower Computer Center (TCC) Infrastructure Drawings

EW0#14C188 MISC. Technical Support & Scoping for Various CADMU Proponents.

EW0#14S017 Replacement of Substandard FD & CSFD AT ABGOSP-3 Control Room
Building

BI-10-02186 Khafaji to Tanajib Sour Gas Handling and Compression

BI-10-01483 Arabian Heavy Delivery to Yanbu East-West Pipeline

EW0#14S031 Replacement of Substandard FD & CSFD For Control Room AT
SHGOSP-1 & SHGOSP-4

South Dhahran Home Ownership Project

* Coordinating with the client/contractor document process

* Updating the document in the Aramco System

* Circulating the document to the concern engineers

* Data entry

* Preparing Transmittal

* Controlling Letter in and Letter out

* Resaving Document and updating log

* Issue EIDR for Engineer Review

* Coordinate with the project team

- Yasref Project

1. ware house facilities and admin building.

2. Electrical system study and relay co-ordered.

3. Redundant Sea water supply line

4. feed install of yastef warehouse. 5.expanding warehouse phase 1 feed.

(From 1, Jan 2012 to 1, Jan 2014):

Worked as "Personnel Specialist" in SRACO in DAMMAM.

Tasks done within the period:

Secretarial work in general.

Bills for Aramex - Billing analysis - follow their invoices with the financial management
and communication with Aramex administration on action for
overdue Invoices.

Action Letters - Distribution for the entire company staff.
Process staff Resignation and vacations including social security and health insurance and payroll department and follow up on the end of service benefits.
Process payments for various stakeholders.
Follow-up staff performances and upgrades.

Working as “Project Support” in AMCDE - Al Khobar.

From October 01, 2005 to January,01 2010

Tasks done within the period:

An intensive training is given prior to his assignment to work on design drawings of Saudi Armco projects and private sector clients.

Compiles and maintains control records and related files to release blueprints, drawings, and engineering documents to engineering and other operating departments. Prepare Specifications, Scope of Work, Project Memorandums, Weekly Progress Meeting and Drawing Control List (DCL).

Converting native into PDF format for Project Submissions.

Control all Incoming and Outgoing (Drawings / Documents etc.)

Ensure all project documents/drawings and correspondences are available in forms of hard copy and soft copy.

Having a certificate for working in Dammam Comprehensive Transportation Study (TASK 2) with different government agencies

References:

Available upon request