

SYED KAREEM ULLAH HUSSAINI

Senior Document Controller | Aconex | NEOM Projects | KSA

 Tabuk / NEOM, Saudi Arabia

 0564020823

 syedkareemksa@gmail.com

 LinkedIn: [linkedin.com/in/syed-kareem-ullah-hussaini](https://www.linkedin.com/in/syed-kareem-ullah-hussaini)

PROFESSIONAL SUMMARY

Senior Document Controller with **6+ years of experience in Saudi Arabia**, specializing in **Aconex-based document control** for **NEOM and mega construction projects**. Proven expertise in managing **WIR, MIR, RFI, NCR, CRS, PQD**, and QA/QC documentation in compliance with **NEOM standards and ISO 9001**. Strong coordination skills with Consultants, PMC, and Contractors to ensure timely approvals, audit-ready records, and smooth project closeout.

CORE COMPETENCIES

- Aconex EDMS Administration & Workflows
 - Document Control Procedures (Contractor / Consultant)
 - WIR, MIR, RFI, NCR, CRS, PQD Management
 - QA/QC & ISO 9001 Documentation
 - Transmittals & Correspondence Control
 - NEOM Documentation Standards & WTRAN
 - Revision & Version Control
 - Project Closeout & Handover Documentation
 - Logs, Registers & Reporting
 - MS Office (Excel, Word, PowerPoint) & PDF Editing
-

PROFESSIONAL EXPERIENCE

Senior Document Controller / QAQC Document Controller

Tamimi Global Company Ltd. – NEOM, Tabuk

Oct 2023 – Present - Manage complete **Aconex document control system** for QA/QC and construction documentation. - Handle submission, tracking, and closure of **WIR, MIR, NCR, PQD, INCR, CRS**, and transmittals. - Coordinate with **NEOM, PMC, Consultants, and internal teams** to expedite approvals. - Maintain document registers, revision control, and compliance with **NEOM procedures**. - Prepare weekly/monthly reports, logs, MOMs, and look-ahead documentation. - Support **NEOM Operations workflows (NOP-WTRAN)** ensuring “Work May Proceed” approvals.

Key Achievements: - Reduced document approval turnaround time through effective Aconex workflow management. - Maintained **zero non-compliance** during internal and external QA/QC audits.

Document Controller

Trevi Arabian Soil Contractors – NEOM (THE LINE)

Sep 2021 – Aug 2023 - Controlled all incoming and outgoing correspondence using **Aconex**. - Managed QA/QC and engineering documentation in line with **NEOM quality standards**. - Maintained logs, registers, and digital archiving of project records. - Coordinated document distribution with Consultants and NEOM stakeholders.

Key Achievements: - Successfully completed documentation handover packages with **no delays**. - Improved coordination efficiency through automated Aconex notifications.

Document Controller

SEPCO Arabia Co. – Ras Al Khair, Saudi Arabia

Jul 2019 – Aug 2021 - Administered QA/QC and engineering documentation including **RFI, NCR, MOM**. - Ensured accuracy, confidentiality, and traceability of project records. - Developed standardized filing systems and document control templates.

EDUCATION

- **Master of Business Administration (MBA – Marketing)** – Osmania University, India (2018)
 - **Bachelor of Commerce (E-Commerce)** – Osmania University, India (2016)
-

CERTIFICATIONS & TRAINING

- NEOM Approved Document Controller (via Aconex workflow approval)
 - **AI Tools & ChatGPT Workshop – be10x** (2026)
 - **Advanced Excel Workshop (3 Hours) – Ira Skills** (2025)
 - Advanced Microsoft Excel – Alison (2025)
 - Basic to Advanced Microsoft Excel – IICA Computer Education (2025)
-

ADDITIONAL INFORMATION

- Strong experience working with **Mega Projects & NEOM PMC/Consultants**
 - Excellent coordination, communication, and reporting skills
 - Available for immediate joining
-

References available upon request