



Syed Mujeeb Ullah Hussaini

Document Controller

PERSONAL INFORMATION

- +966 531952718
- mujeebwins@gmail.com
- Jeddah, Saudi Arabia
- Iqama Status Transferable
- Apr 15, 1992
- India
- Driving License Available

EDUCATION

Bachelor of Commerce (B.Com)
IGNOU | Jeddah

SKILLS

Time Management, Teamwork & Collaboration, Problem-Solving, Communication Skills, Construction Management, Contract Management, Document Management, Project Control, Primavera P6, Aconex

LANGUAGES

English — Advanced
Arabic — Intermediate
Hindi — Fluent

PROFESSIONAL SUMMARY

Detail-oriented Document Controller with over 14 years of experience managing project documentation in construction and corporate environments. Proven ability to streamline processes, ensure compliance with documentation standards, and support teams with organized record-keeping. Seeking to bring expertise to a dynamic organization.

WORK EXPERIENCE

Document Controller Feb 2025 – Jan 2026
Mahmood saeed steel industries | Jeddah

- Managed and archived RFIs.
- Maintained project documentation, including shop drawings.
- Ensured proper filing and archiving of all documents.
- Coordinated with project teams to collect and distribute documentation
- Implemented document control procedures.
- Prepared periodic reports

Document Controller

Jan 2018 – Dec 2024

Cushman & Wakefield | India

- Managed company and project documentation in line with formal requirements and standards.
- Developed and improved document control procedures.
- Sorted, retrieved, and distributed electronic and hard copy documents.
- Produced document progress reports for senior management
- Conducted regular document reviews and audits
- Ensured timely document sharing to facilitate project completion.

Document Control

Jan 2011 – Dec 2017

Projacs International Company | Jeddah

- Maintained incoming and outgoing correspondence records.
- Logged drawings and technical submittals, ensuring organized tracking
- Controlled company and project documents, ensuring timely uploads into the system.
- Filed and archived documentation efficiently, ensuring easy retrieval
- Provided administrative support and reported document status regularly.
- Communicated and collaborated with project managers to streamline workflows.

CERTIFICATIONS

- Iosh Managing Safely (2019)
- Advanced Excel, MindLuster (2024-01)
- Data Science with Python, Simplilearn (2024-02)
- Introduction to Cyber Security, Simplilearn (2025-05)
- Business Analysis Basic, Simplilearn (2025-05)
- Fundamental of Devops on Aws, Simplilearn (2025-11)

- Introduction to Finance & Accounting, Simplilearn (2025-11)
- Professional Networking for Career Growth, HP Life (2026-02)
- Basic of Digital Marketing, UniAthena (2026-03)
- Lean Six Sigma Yellow Belt, Anexas Europe
- Kanz AI Training Hackathon Certificate of Course Participation, Kanz (2026-07)

HOBBIES & INTERESTS

walk • hangout • movies