

Muhammad ATIF

Neom, Amaala & RSG Approved

Senior Document Controller | QA-QC Coordinator | Aconex Specialist

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PROFESSIONAL SUMMARY

Results-driven Senior Document Controller and QA-QC Coordinator with 6+ years of progressive experience managing construction documentation for high-profile mega-projects across Saudi Arabia, including NEOM, AMAALA, and Red Sea Global (RSG) developments. Recognized specialist in Oracle Aconex, with comprehensive expertise in WIRs, MIRs, RFIs, NCRs, Transmittals, Material Submittals, Method Statements, ITPs, and full-cycle Closeout Documentation. Proven ability to concurrently manage multiple active projects spanning infrastructure, hospitality, kitchen and laundry works. Adept at cross-functional coordination with Engineering, Procurement, SCM, QA/QC, and Site teams, while maintaining rigorous compliance with client standards and project delivery timelines. Recognized for producing accurate weekly/daily reports, conducting site and material inspections, and delivering comprehensive closeout packages including O&M Manuals, As-Built Drawings, Asset Registers, and Warranty Certificates.

CORE COMPETENCIES

Oracle Aconex (EDMS)	Document Control Management
QA/QC Coordination	WIR / MIR / RFI / NCR Management
Material Submittals & Method Statements	ITP Coordination & Inspection Support
Closeout Documentation & O&M Manuals	As-Built Drawings & Asset Register
Procurement & SCM Coordination	Construction & Infrastructure Projects
Hospitality & Kitchen/Laundry Works	Transmittals & Document Tracking
Weekly/Daily Reports & Presentations	Client Coordination (RSG, NEOM, SWCC)
Site Inspections & Material Inspections	Snag List & Warranty Documentation
Multi-Project Management	Engineering & Site Team Liaison

PROFESSIONAL EXPERIENCE

Senior Document Controller / QA-QC Coordinator

Raqtan Company | December 2024 – Present | Dammam Head Office & Shura Island, Saudi Arabia

Client: Red Sea Global (RSG) **Scope:** Kitchen & Laundry Works

Projects: Hotel East (HE1–HE4) | MARSA | Amaala Yacht Club (AYC) | Marina Lifestyle (MLH) | Village Boutique Hotel (VBH) | RSMLI — Shura Island

- Manage all project documentation lifecycle through Oracle Aconex, ensuring accurate version control, timely distribution, and full audit trail compliance for Red Sea Global (RSG) submissions.
- Maintain comprehensive tracking logs for WIRs, MIRs, RFIs, NCRs, Material Submittals, Method Statements, ITPs, and Clearance Requests across multiple concurrent hospitality and kitchen/laundry packages.
- Coordinate cross-functionally with Procurement, SCM, Engineering, QA/QC, and Site teams to ensure documentation accuracy and on-time submission in line with project milestones.
- Prepare and submit professional weekly/daily progress reports and executive presentations for internal management and client (RSG) weekly coordination meetings.

- Participate actively in internal daily meetings and client-facing weekly review meetings, tracking action items and ensuring documentation deliverables are met.
- Manage full closeout documentation packages including O&M Manuals, Warranty Certificates, Asset Registers, Snag Lists, Supplier Lists, As-Built Drawings, and Training Documents.
- Conduct regular site inspections and material inspections, preparing inspection records and supporting QA/QC activities in parallel with document control responsibilities.
- Ensure all documentation submissions adhere to RSG standards, specifications, and contractual requirements, maintaining zero non-conformance on document management procedures.

Document Controller

Power China | January 2023 – October 2024 | NEOM, Saudi Arabia

Client: NEOM **Consultant:** AECOM **Scope:** Underground Utilities / Infrastructure

Project: Sindalah Island – NEOM

- Managed the complete document control function for the Sindalah Island infrastructure package using Oracle Aconex, covering WIRs, RFIs, NCRs, and all project documentation.
- Maintained structured document control systems and master tracking logs, ensuring real-time visibility of document status for engineering, QA/QC, and site teams.
- Coordinated closely with engineering and site teams to facilitate timely document submissions, responses, and approvals through AECOM/NEOM review cycles.
- Supported comprehensive infrastructure project documentation including underground utilities, inspection records, and transmittals aligned with NEOM's stringent document management requirements.
- Prepared regular document status reports and dashboards for project management review, tracking outstanding submissions, overdue responses, and upcoming deadlines.

Document Controller

RTCC | 2020 – November 2023 | Jazan, Saudi Arabia

Client: SWCC (Saline Water Conversion Corporation) **Scope:** Underground Utilities / Infrastructure

Project: SWCC Water Plant – Jazan

- Managed project documentation including WIRs, ATPs, MIRs, RFIs, NCEs, SORs, and Transmittals for a large-scale water treatment infrastructure project using Oracle Aconex.
- Maintained comprehensive project records and document control logs, ensuring proper filing, version control, and retrieval of all project correspondence and technical submittals.
- Coordinated infrastructure documentation workflows and submissions, liaising with SWCC representatives and internal teams to ensure compliance with client document management protocols.
- Assisted site and QA/QC teams with preparation, tracking, and filing of inspection documentation, contributing to smooth execution of inspection and testing activities.
- Generated regular transmittal reports and document status summaries to support project management decision-making and client reporting requirements.

MAJOR PROJECTS

Project / Package	Client / Consultant	Scope	Period
Hotel East (HE1–HE4), MARSА, АYC, MLH, VBH, RSMLI – Shura Island	Red Sea Global (RSG) / Raqtan	Kitchen & Laundry Works	Dec 2024 – Present
Sindalah Island – NEOM	NEOM / AECOM / Power China	Underground Utilities & Infrastructure	Jan 2023 – Oct 2024
SWCC Water Plant – Jazan	SWCC / RTCC	Underground Utilities & Infrastructure	2020 – Nov 2023

EDUCATION

Bachelor's Degree *(In Progress)*

Intermediate – Pre-Engineering Federal Board of Pakistan

CERTIFICATIONS & PROFESSIONAL DEVELOPMENT

Financial Accounting — *School of Business and Trade, Switzerland*
Project Management — *The Open University, United Kingdom*
IT Management — *European Institute of Leadership and Management*
IOSH – Managing Safely — *Institute of Occupational Safety & Health (IOSH), London*

TECHNICAL SKILLS

EDMS Platform: Oracle Aconex	CAD & Design: AutoCAD, Civil 3D	Reporting: Weekly/Daily Reports, Dashboards
Office Suite: MS Office (Advanced)	Scheduling: Primavera P6	Documentation: Closeout, O&M, As-Built
Spreadsheets: Advanced Excel	Web & Graphic: Web & Graphic Design	Coordination: Multi-discipline Team Liaison

Keywords: Document Control | Oracle Aconex | QA/QC Coordinator | WIR | MIR | RFI | NCR | ITP | Material Submittals | Method Statements | Transmittals | Closeout Documentation | O&M Manuals | As-Built Drawings | Asset Register | Snag List | Procurement Coordination | SCM | Construction Documentation | Infrastructure | Hospitality Projects | Kitchen & Laundry | Red Sea Global | NEOM | AMAALA | SWCC | Weekly Reports | Daily Reports | Inspection Coordination | Project Coordinator | Senior Document Controller | Aconex Document Controller | GCC | Saudi Arabia