



PROFESSIONAL SUMMARY

I have worked in a Document Controller capacity for over 3 years. I have worked directly with document distribution, controlling and document quality management system, and handling for most of those years.

PERSONAL INFORMATION

MD. RIAZ SHAIKH

Iqama: Transferable
Sex: Male
Marital Status: Single
Religion: Muslim

CONTACT

Address:

Riyadh, Saudi Arabia

Phone Number:
+966 57 769 7510
+966 57 287 7676

E-mail Address:
riazshaikh743@gmail.com

Skills

Aconex
prolog converges
MS Word 2010 +
MS Excel 2010 +
Outlook 2010 +

EDUCATION AND TRAINING

2011	Post Graduate Diploma in Computer Sciences NYDTC, Dhaka, Bangladesh.
2014	Bachelor's in accounting and Finance (BBA) Azam Khan Government Commerce College, Bangladesh.
2023	EDMS - (Electronic Document Management System) is Aconex System. UDEMY, San Francisco, California, U.S.
2023	Occupational Safety and Health (OSHA-30 Hours). KAM Center, UAE.
2024	Diploma in Human Resource Management (HRM) UDEMY, San Francisco, California, U.S.
2024	Microsoft Power BI Data Analyst (PL-300 certification) UDEMY, San Francisco, California, U.S.

LANGUAGES

Mother tongue(s):

Bengali

Other language(s):

English

Arabic

Hindi

KAM Center, UAE.

WORK HISTORY

2023 to 2024

Document Controller

Company Name:

Pillars Logistic Service Co Ltd, Azizia , Riyadh, Saudi Arabia.

Job Responsibilities:

- Receives and stamp incoming official documents from project site and office.
- Input & Output documents data into the standard registers (log) ensuring that the information is accurate and up to date for distribution purposes.
- Creates folders and segregates files in the system (server) for each discipline related to Structural, Architectural and MEP for the department.
- Preparing progress reports for the submitted documents daily.

2022 to 2023

Document Controller

Company Name:

**BRIGHT CROWN FOR Contracting Company
Riyadh, Saudi Arabia.**

Project Name:

KING FAISAL AIR ACADEMY (KFAA) AL MAJMA'A, Saudi Arabia.

Job Responsibilities:

- Control all Incoming and Outgoing Drawings / Documents Ensure timely issuance & distribution of all the Drawings / Documents with correct revisions to all parties as detailed in the distribution matrix contained in project procedures.
- Maintain Device Master Record files (product drawings, process sheets, inspection sheets)
- Coordinate product change order related activities which include the processing of text-based changes
- Responsible for coordinating product complaint handling, where applicable
- Convert hardcopy quality records to controlled electronic files through a defined imaging process which includes preparation, processing and verification of those records.
- Assist Supervisor in maintaining and improving quality standards and processes within the department training employees in appropriate procedures and work instructions.

WORK HISTORY

2021 to 2022

Company Name:

Document Controller

ALTAG ALMUDEE Contracting Company Riyadh, Saudi Arabia.

Project Name:

KING FAISAL AIR ACADEMY (KFAA) AL MAJMA'A, Saudi Arabia.

Job Responsibilities:

- Responsible for coordinating product complaint handling, where applicable.
- Assist Supervisor in maintaining and improving quality standards and processes within the department training employees in appropriate procedures and work instructions.
- Maintain Device Master Record files (product drawings, process sheets, inspection sheets).
- Coordinate product change order related activities which include the processing of text- based changes.
- Convert hardcopy quality records to controlled electronic files through a defined imaging process which includes preparation, processing and verification of those records.

RESIDENT ID

هوية مقيم

رقم النسخة ٢

المملكة العربية السعودية

وزارة الداخلية



يجب التحقق
من الرمز السريع
قبل اعتماد
التعامل مع الهوية



محمد رياش شيخ

MD RIAZ SHAIKH

رقم الهوية: ٢٥٢٤٧٩١١١٤

تاريخ الميلاد: ١٩٩٢/١٠/٠٣

الجنسية: بنجلاديش

المهنة: عامل عادي

هوية صاحب العمل: ٧٠٢٩٦٢٩١٨٠

مكان الإصدار: شركة العلم لامن المعلومات

مكان العمل: منطقة الرياض

اسم صاحب العمل: سلمان قعيد جمل العتيبي

DRIVING LICENSE

رخصة سياقة

المملكة العربية السعودية
وزارة الداخلية



محمد رياش شيخ
MD RIAZ SHAIKH

رقم الهوية: ٢٥٢٤٧٩١١١٤

نوع الرخصة: خصوصي

تاريخ الإنتهاء: ٢٠٢٩/٠٦/١٣

تاريخ الإصدار: ٢٠٢٤/٠٨/٠٥

فصيلة الدم: O+

تاريخ الميلاد: ١٩٩٢/١٠/٠٣

الجنسية: بنجلاديش



يجب التحقق
من الرمز السريع
قبل اعتماد
التعامل مع الهوية

Approved by the Government Of The People's Republic Of Bangladesh
REGD NO - C-51143 (1438)2003

Serial No. 22837

Registration No. 169
Session 2011

NATIONAL YOUTH DEVELOPMENT TRAINING CENTER (NYDTC)
DHAKA, BANGLADESH.
Certificate Of Training

This is to Certify that Md. Riak Shaikh
Son/Daughter/Wife of Md. Halim Shaikh
Was a student of this Centre from 01-01-2011 to 31-12-2011
He/She successfully completed the Post Graduate Diploma in Computer Science & Engineering
The subjects of his/her training were ms. Word, Excel, Access, P. Paint, Internet & E-mail, V-Basic, C++ Prog, Hardware Engg, Adobe Photoshop, Illustrator, Quark Express
His/Her grade is A+
Date of issue 07-01-2011
Written by Rashid
Registrar
Course Co-Ordinator
Director



Certificate no: UC-67e6f654-1559-42c5-b86f-772ec73a8064
Certificate url: ude.my/UC-67e6f654-1559-42c5-b86f-772ec73a8064
Reference Number: 0004

CERTIFICATE OF COMPLETION

Aconex System

Instructors **Hashim Alsalami**

MD Riaz Shaikh

Date **Dec. 10, 2023**

Length **1 total hour**

NUPC 17- 0098788

National University

Gazipur, Bangladesh



NUICTD: 14-12-120931

Roll No. : 7611877

Regn. No. : 13104087660

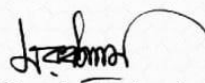
Session : 2011-12

PROVISIONAL CERTIFICATE

Bachelor of Business Studies

This is to certify that *Md. Biar Phaikh*
Son/Daughter of *Md. Halim Phaikh*
and *Ambia Begum*
of *Govt. Azam Khan Commerce College, Khulna*
obtained the Degree of *Bachelor of Business Studies*
from this University appearing at the Degree (Pass) Exam of *2014*
and that he/she was placed in the *Second* division

Date of issue : October 24, 2016


Controller of Examinations

N.B. This provisional certificate must be surrendered at the time of taking delivery of original certificate.



Certificate no: UC-62377471-7798-4cbc-bc14-f8f51b8e1409
Certificate url: ude.my/UC-62377471-7798-4cbc-bc14-f8f51b8e1409
Reference Number: 0004

CERTIFICATE OF COMPLETION

PL-300 certification: Microsoft Power BI Data Analyst

Instructors **Phillip Burton, I Do Data Limited**

MD. Riaz Shaikh

Date **Jan. 25, 2024**

Length **29 total hours**



BSS MER 30776

BSSJV

28/02/2023

Md Riaz Shaikh
Document Controller



S
U
B
C
O
N

Iqama No.

2524791114

Valid Until:

28/05/2014

EXPERIENCE CERTIFICATE

ALTAG ALMUDEE CONTRACTING COMPANY CERTIFIES THAT:

Mr/ MD. RIAZ SHAIKH

Has worked for us from 01/03/2021 until 02/03/2022 as

(Document Controller). and during his work period, he was known as a hard-working employee with good practical abilities, loyal in his work, and he is highly respected by his superiors and colleagues a like.

We wish him luck and success.


التاج المضيء
ALTAJ ALMUDEE CONTRACTING CO.
شركة التاج المضيء للمقاولات

