

ABUBAKAR

DOCUMENT CONTROLLER / IT SUPPORT

 **Location:** Mecca, Saudi Arabia
 **Phone:** +966-549812109
 **Email:** abubakar.sapac@gmail.com
 **Status:** Pakistani | Professional English & Arabic

PROFESSIONAL SUMMARY

Highly meticulous and forward-thinking **Document Controller** with a distinguished 7-year career leading document management, structural data organization, and quality audits across large-scale construction frameworks in Saudi Arabia and Pakistan. Merges an advanced technical background featuring a **Bachelor of Science in Information Technology (BS-IT)** with elite professional credentials from **Google (Data Analytics & IT Support)** and **Autodesk Docs**. Exceptional track record managing Electronic Document Management Systems (EDMS) to support high-value infrastructure packages, ensuring seamless execution, zero communication lag, and full compliance for prestigious client entities like ROSHN and world-class consultants including Hill International.

CORE COMPETENCIES & TECHNICAL CAPABILITIES

EDMS SYSTEMS & TOOLS

PMWeb, Autodesk Construction Cloud (ACC / Autodesk Docs), Oracle Aconex, SharePoint

DOCUMENT CONTROL OPERATIONS

Full Lifecycle Submittal Control (Civil, Electrical, Mechanical), Master Document Registers (MDR), Transmittals, RFIs

ADVANCED DATA ANALYTICS

SQL Data Querying, Advanced Spreadsheets, Data Cleaning, Data-Driven Process Optimization, Tableau, R Programming

IT ADMINISTRATION & QC

System Administration, Infrastructure Management, Technical Specs Review, QA/QC Framework Alignment, Graphic Layouts

PROFESSIONAL EXPERIENCE

Saudi Pan Kingdom Company (SAPAC) – Mecca, KSA

SEP 2023 – PRESENT

Document Controller

 **PROJECT SPOTLIGHT:** Makkah Phase 1 Infrastructure Works | **CLIENT:** ROSHN Real Estate Company (PIF Giga-Project Developer) | **CONSULTANT:** Hill International

- Own the complete administration of the **PMWeb EDMS platform**, standardizing the indexing, logging, routing, and instant archival of high-priority project communication.
- Coordinate complex transmittals and approvals for Civil, Infrastructure, and Mobilization disciplines, acting as the primary communication bridge between the Contractor, Hill International, and ROSHN.
- Maintain 100% data fidelity across master document registers (MDRs) and RFI logs, minimizing processing times and eliminating execution risk on-site.
- Audit structural layout submissions for rigorous version control, ensuring all active engineering teams work strictly from fully approved revisions.

Water & Sanitation Services Peshawar (WSSP) – Pakistan

MAY 2022 – JUL 2023

Document Controller

- Supervised the physical and electronic document repositories for critical infrastructure developments under the Local Government Complex of Khyber Pakhtunkhwa.
- Maintained flawless, audit-ready logs of engineering schematics, material certifications, and cross-departmental correspondences.
- Partnered directly with multidisciplinary field engineers and municipal leads to optimize approval workflows.

P1 Lead Network Pvt Ltd – Pakistan

MAY 2020 – AUG 2021

Quality Control

- Audited comprehensive technical documentation data, files, and progress metrics against regulatory design guidelines and quality benchmarks.
- Identified documentation formatting anomalies and deployed rapid corrective standard operating procedures.

Creative IT Park (Pvt) Ltd – Pakistan

SEP 2017 – APR 2019

Document Coordinator

- Organized corporate project documentation databases, facilitating clean information sharing and cross-functional accessibility.
- Assisted engineering teams in structural design revisions and formatting specialized technical specifications sheets.

EDUCATION

Pir Mehr Ali Shah Arid Agriculture University – Rawalpindi, Pakistan

GRADUATED: 2023

Bachelor of Science in Information Technology (BS-IT) – 4-Year Professional Degree

PROFESSIONAL TRAINING & SPECIALIZATIONS

Google Data Analytics Professional Certificate – Coursera (SQL, Tableau, R, Data Cleaning)	NOV 2025
Google IT Support Professional Certificate – Coursera (System Admin, IT Networks, Data Security)	SEP 2025
Getting Started in Autodesk Docs Certificate – Autodesk Construction Cloud Learning Center	AUG 2025
Google Docs Professional Specialization – Simplilearn SkillUP	JUN 2026
Professional Certificate in Graphics Designing – Buraq Institute of Science & Technology	JUN 2021
Certificate of Proficiency in Computer Hardware & Networks – Fauji Foundation TTC	MAR 2017