

Mohammed Saeed

Document Controller

+966508706805 Saudi Arabia bmhmd1693@gmail.com

<https://www.linkedin.com/in/mohamed-saeed-770292300/>

PROFESSIONAL SUMMARY

With over 10 years of experience as a document controller in the Sudanese oil & gas sector, I have managed upstream projects over \$5 million. My background includes working with international firms like CPECC and Start Contracting. Currently seeking a rewarding document controller position for professional growth.

EDUCATION

Diploma of Computer Science

Elgadarif University /2005

WORK EXPERIENCE

Project Document Controller

Centroid Technical Services / 2014-2024

- As document controller for PMC Company, I ensure the proper distribution of project documents and drawings to the appropriate departments and action parties following the Project Manager's review.
- Ensure the correct stamping all documents or drawings in accordance with the prevailing document control procedures.
- Maintain records of engineering documents and drawings in hard copies and electronic files and monitor the revisions and approval status thereof.
- All mentioned tasks were followed for various projects such as FPF upstream (50\$ million value), Upgrading of Heglig airport , Cathodic protection projects (10\$ million Value) and any field improvement projects.

Project Technical Clerk

Sudapet / 2007-2009

- Document management for FIP phase 1 which involves Installation of 2 nos. Crude Oil Storage Tank Drain at CPF and Desanding Surface Facilities at Munga FPF plus Potable Water System Modification for all FPFs. likewise FIP phase2.
- Document management for Heglig Power Plant. 3- FIP phase 3 , Pipeline from El Nar FPF to 20" Looping Pipeline and El Toor and Toma South Bypass line.

Administrative Assistant

WNPOC/ 2006-2007

- Supervising staff and production department to provide housing and all the tools work in the field of production.
- Follow-up travel and change the production crew arrival and departure.
- Support staff and contractors by understanding their need and expectations.

Technical Clerk

OGB Technical Services / 2005-2006

- OGB is a main consultant to Sudapet and WNPOC.
- Working closely with Project Document controller, arranging for project meetings, filing, typing, printing, photocopy, documentation, admin support and etc.
- Gather and prepare all projects documents to be transmitted to contractors as of the approval status including MOMs and KOMs.
- Registering and keeping in a systematic record all incoming, outgoing and internal documents.

SKILLS

- MS Office
- Attention to details.
- Communication skills.
- Organizational skills.
- Document Control.
- Record keeping and archiving.
- Engagement & expectation
- Project management.
- Defining priorities.
- Eager for knowledge
- Customer/Stakeholder expectation
- Copy writing

COURSES

- Certificate Communication Skills & Effective Report Writing. (**Sudapet**)
- Documents Controller Specialist Program (**Pearson**)
- SQL server Database Administration|& Installing the required software. (**Sudatel**)
- Documents. Control and Electronic Archiving. (**Suretrack Center**)
- Introduction to programming using the Python language. (**Edraak.org**)

LANGUAGES

English (Professional)

Arabic (Mother Tongue)

REFERENCE

Available upon Request