

# MAHA AL-MARSHAD

Senior Document Controller | EDMS | RFIs | Submittals | Project Documentation | Government & Mega Projects

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## PROFESSIONAL SUMMARY

Senior Document Controller with 8+ years of experience supporting construction, consultancy, PMC, and government projects in Riyadh. Strong expertise in EDMS, document control systems, RFIs, submittals, correspondence, archiving, and project close-out. Proven ability to coordinate with clients, consultants, contractors, and stakeholders while ensuring compliance, accuracy, and confidentiality.

## PROFESSIONAL EXPERIENCE

**Senior Document Controller | PROGER S.P.A – Riyadh, Saudi Arabia** **Oct 2024 – Present**

**Riyadh Art Project – Royal Commission for Riyadh City**

- Implement and manage EDMS for a large-scale government project.
- Control, track, and archive all project documents in line with client and company procedures.
- Handle RFIs, IRs, SD, DD, MOMs, reports, and official correspondence.
- Coordinate with Project Managers, consultants, and third parties to meet documentation standards.
- Ensure accurate version control, approvals, and document distribution.

**Senior Document Controller | BEC Arabia – Riyadh, Saudi Arabia** **Jan 2020 – Oct 2024**

**STC Square | Wadi Al-Hada Residential | King Abdullah Security Compounds (KAP5)**

- Managed full document lifecycle including submission, review, approval, and archiving.
- Maintained Document Distribution Matrix (DDM) and ensured correct circulation.
- Monitored contractor submittals and RFIs to meet project schedules.
- Supported project close-out and handover documentation.

**Facilities Supervisor & HR Specialist | Arabian Services Co. Ltd – Riyadh, Saudi Arabia** **Feb 2017 – Dec 2019**

- Supervised Ministry of Education facilities operations and maintenance.
- Conducted inspections and prepared technical and administrative reports.
- Coordinated facility renovations and supported HR administrative activities.

## EDUCATION & CERTIFICATIONS

PMP – Project Management Professional	2025
MS Project	2025
Diploma in Computer Applications (Office Technology) – Al Khaleej Higher Institute	2016
Saudi Interlink Language Center Certificate – Al Yamamh University	2011

## CORE SKILLS

- Document Control | EDMS | Aconex | RFIs | Submittals | Transmittals | Document Distribution Matrix (DDM)
- Project Documentation | Correspondence Management | Archiving | Version Control | ISO Compliance
- Project Close-Out | Stakeholder Coordination | Construction Projects | Government & Mega Projects
- Microsoft Office (Word, Excel, Outlook) | Spreadsheets & Reporting | Document Management Systems
- Confidentiality & Data Integrity | Time Management | Attention to Detail | Communication Skills
- Ability to Work Under Pressure | Problem Solving | Multi-Tasking | Riyadh Projects

## LANGUAGES

**Arabic:** Native

**English:** Professional Working Proficiency