

Adrees Ilyas

Senior Document Controller

Dammam, Eastern Province, Saudi Arabia

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Open to work in Saudi Arabia · On-site · Hybrid · Remote

14+

Years in document control

10+

KSA projects and packages

27

Licences and certifications

4

Document platforms: Aconex, Procore, ACC, Unifier

A proficient document controller with 14+ years' experience maintaining document management systems in construction. A keen eye for detail, strong knowledge of standards compliance, coordination of cross-functional teams and best practices for quality. Currently Senior Document Controller at IKK Group (Isam Khairi Kabbani Group), Riyadh.

EXPERIENCE

IKK Group (Isam Khairi Kabbani Group)

Senior Document Controller

Riyadh · on-site

Document security and electronic data management.

Sep 2026 – present

Khatib & Alami (Saudi Consolidated Engineering Company)

Saudi Aramco Haradh and Wudayhi Residential Compounds and Industrial Facilities

Eastern Province · PMC Senior Document Controller · Client: Saudi Aramco (via Qabas Real Estate); PMT: DAR Handasah; Contractor: Top International Engineering Corporation Arabia ·

Procore

Oversaw all project documents and coordinated client and contractor communication.

Jan 2025 – Sep 2026

Saudi Arabian Baytur Construction Co.

9 yrs 9 mos

Masar 1&B

Makkah · Senior Document Controller · Client: Umm Al Qura Development & Construction; Consultant: DAR Engineering · Oracle Aconex, Autodesk Construction Cloud

Jul 2024 – Jan 2025

The Line Piling Project, NEOM

Tabuk · remote · Senior Document Controller · Client: NEOM Delivery Partners-NTL · Aconex, Unifier

Nov 2022 – Jan 2025

AMAALA Triple Bay Marina Yacht Club and Red Sea Marine Life Institute

Al Wajh · Senior Document Controller · Client: Amaala (Red Sea Global); Consultant: Khatib & Alami · Aconex

Jan 2023 – Jul 2024

KAUST Thuwal projects (multiple packages)

Thuwal · Senior QA/QC Document Controller · Procore
Packages: Harbor Building Rectification (65 buildings); SCC Data Center Upgrade; Smart Home (LEED Platinum global ranking); Red Sea Farm Green House; Saudi Vaccine and Biopharmaceutical Center

Apr 2017 – Jul 2023

Red Sea Village Housing Expansion Infrastructure and Shura Island

Umluj · Senior QA/QC Document Controller · Client: The Red Sea Development Company; Consultant: Saudi Consulting Services · Aconex

Feb – Dec 2022

Aman Hegra Resort

AlUla · Senior QA/QC Document Controller · Client: Awtad Al Ula (Kun Investment Holding); Consultant: KEO International · Aconex, Outlook, OneDrive

Jan – Dec 2022

Town Center Upgrade Package, KAUST

Thuwal · Document Controller · Client: KAUST; Supervision: Saudi Aramco

May 2015 – Apr 2017

PRESCO

Freelance · remote

Hotel 12, Red Sea

Umluj · Senior Document Controller · Client: The Red Sea Development Company; Consultant: AtkinsRéalis & Partners Overseas · Aconex

May – Sep 2024

Pak Bolan International O.E.C

Document Controller

Rawalpindi, Pakistan

Jan 2013 – Feb 2015

OPEN TO

- Senior Document Controller
- Document Control Specialist
- Document Control Coordinator

PLATFORMS

- Oracle Aconex · Document Controller and Organization Administrator
- Procore · Document Controller and Organization Administrator
- Autodesk Construction Cloud / BIM 360 · Document control
- Oracle Unifier · Document control
- Power BI · Reporting
- Microsoft Office · Office and advanced Excel · SharePoint · Teams · OneDrive · Outlook

EXPERTISE

- Numbering, registers and workflows
- Submittals and transmittals
- QA/QC records: WIR, MIR, PQI, weekly and monthly quality reports and quality logs.
- Multi-discipline documentation
- Stakeholder document processes
- Platform admin and data security

CERTIFICATIONS

- Oracle University
Aconex Complete, Aconex Specialist, Aconex Professional, Aconex Associate
- Autodesk Learning Center
Transmittals and Forms (Sep 2026)
- 27 in total (full list on LinkedIn)

EDUCATION

- Govt College Panjera
Intermediate, 2007 – 2011