FAHEEM ALI

Legal Specialist | Legal Associate | Legal Assistant
Makkah, Saudi Arabia | 0573549359 | faheemalisoomro361@gmail.com

PROFESSIONAL SUMMARY

Qualified Advocate with an LLB degree and Master's in English from the University of Karachi. Experienced in legal documentation, legal drafting, compliance coordination, professional correspondence, and document management. Familiar with Saudi Labour Law and corporate documentation procedures.

WORK EXPERIENCE

Alrawaf Contracting Company – Document Controller

Saudi Arabia | Feb 2026 – Present

- Managed project documentation through Aconex
- Maintained logs, reports, and document tracking
- Coordinated with QA/QC and project teams

SINO-HAN Foundation Industrial Technology – Document Controller

Saudi Arabia | Nov 2025 – Jan 2026

- Managed technical and administrative documents
- Maintained reports and document logs
- Coordinated documentation with site teams

Saudi Sicli Company – Document Controller

Saudi Arabia | Feb 2025 – Nov 2025

- Handled project records and filing systems
- Managed submissions and compliance documentation
- Supported administrative coordination

Redcon International Ltd – Document Controller

Saudi Arabia | Mar 2024 – Feb 2025

- Maintained office records and documentation
- Managed incoming and outgoing documents
- Supported administrative documentation tasks

Initial Saudi Group – Document Controller

Saudi Arabia | Feb 2023 – Jan 2024

- Managed project documentation through Aconex
- Maintained logs and reports

BL Herbal Contracting LTD – Document Controller

Pakistan | 2021 – 2022

- Maintained office and project documentation
- Handled document filing and record keeping

Abbas Law Firm – Legal Specialist / Legal Associate

Pakistan | 2 Years

- Assisted in legal drafting and legal documentation
- Prepared and reviewed legal case files and records
- Supported legal research and client documentation

EDUCATION

- LLB (Law) – University of Karachi
- Master's in English – University of Karachi
- Diploma in Information Technology (DIT)

KEY SKILLS

Legal Documentation, Legal Drafting, Compliance Coordination, Aconex, EDMS, Document Control, Professional Correspondence, Microsoft Office, RFI, MIR, WIR, NCR