Murad Abdullayev

| +994557099693 | abdullaevvmurad@gmail.com | Baku, Azerbaijan

Summary: Senior Document Controller with 6 years of experience in oil and gas and construction projects. Experienced in managing engineering, project, contractual, tender, and QA/QC documentation throughout all project phases. Coordinates document workflows between project teams, contractors, and vendors, overseeing document registration, review and approval, revision control, and transmittals. Experienced in implementing and administering EDMS, developing document control procedures, and improving document management processes while ensuring compliance with project and corporate requirements.

Professional Experience

Wood

Document Controller | February 2026 – Present

Projects: UBOC Dashgil & SBQ | BP ACG NAG | SOCAR Nakhchivan CCPP

- Managed engineering and vendor documentation within the EDMS, ensuring document registration, revision control, document coding, status tracking, controlled distribution, and archiving in compliance with project and company procedures.
- Coordinated document review, approval, and transmittal workflows between engineering disciplines, vendors, and project stakeholders, ensuring timely processing, accurate updates, and efficient information flow throughout the project lifecycle.
- Prepared, maintained, and regularly updated the Master Document Register (MDR), ensuring accurate document status reporting, proper document numbering, revision control, and traceability of project documentation.
- Generated and maintained document control reports based on EDMS data, including received, issued, pending, and in-progress documentation, supporting project monitoring, workload management, and operational planning.
- Ensured document integrity, accessibility, and compliance with document control standards while supporting engineering and project teams during documentation review and execution phases.

UNICO

Senior Document Controller & Project Coordinator | September 2024 – February 2026

Projects: AZAL Training Center | Fuzuli District Central Hospital | Hilton Garden Inn | Bahar Residence | Aghdam Hospital Building Secondary School in Saray Settlement | Wyndham Hotel | Aghdam Secondary School № 1

- Provided document control support to the Cost Control, Procurement, and Tendering departments, coordinating document receipt, processing, registration, distribution, and filing.
- Managed contract documentation for multiple projects, tracked contract and related payment document statuses, updated registers, and organized records for easy retrieval.
- Coordinated the document signing process, monitored documents through review and approval stages, registered signed copies, and maintained organized electronic and hard-copy archives.
- Prepared tender documentation packages in accordance with client requirements by collecting documents from relevant departments, checking completeness, and coordinating timely submission.
- Coordinated communication between departments and responsible employees to support timely document collection, status tracking, and distribution.

TP Engineering

Planning Engineer | March 2024 – September 2024

Project: LUKOIL Refinery Projects

- Developed detailed project plans, defining scope, schedules, and required resources in line with project objectives.
- Coordinated resources to support project objectives and ensure efficient execution.
- Monitored project progress and recommended corrective actions to address issues.
- Prepared progress reports and documentation to keep stakeholders informed of project status.
- Evaluated and implemented approved change requests to support smooth project adjustments.

BCC Group

Document control coordinator | August 2023 – February 2024

Project: BP Sangachal Security Upgrade Project

- Coordinated document control activities involving BP standard documentation, including construction work (CW), technical, and QA/QC documentation, supporting site execution
- Managed structured document flow across key project departments, ensuring document registration, revision control, controlled distribution, and timely availability of documentation
- Maintained document registers and worked with EDMS, ensuring accurate tracking, archiving, and prompt provision of project and construction documentation
- Provided documentation support for audits, inspections, and reporting activities by preparing and coordinating required documentation and ensuring its completeness and accuracy

ARTEKON

Senior Document Controller & QA/QC Specialist | May 2022 – August 2023
Project: HAOR (SOCAR) & ILK Construction

- Administered the document control system, ensuring users had access to the latest approved revisions of project and QA/QC documentation.
- Developed and maintained structured electronic and physical filing systems for quality documentation and project records.
- Prepared and issued weekly and monthly progress reports, consolidating project information for review by relevant stakeholders.
- Compiled, reviewed, and organized documentation required by the QA/QC department to support quality processes and audits.
- Maintained product certification documentation and associated records, ensuring they were complete, traceable, and readily available.

CASPIAN ENGINEERING SOLUTIONS

Document Controller & QA/QC Specialist | July 2021 – May 2022
Project: HAOR (SOCAR) & ÜSTAY Construction.

- Coordinated project document control activities with direct involvement in QA/QC documentation, supporting engineering and construction works
- Worked with technical and quality documentation, including drawings, method statements, specifications, test records, and NCRs, ensuring document accuracy, version control, and traceability
- Prepared, tracked, and maintained documentation required for audits, inspections, and project close-out, ensuring timely submission and compliance with project requirements
- Served as a coordination point for client work requests, assigning and tracking actions across QA/QC teams and inspectors, and preparing progress reports for stakeholders

Education and Qualifications

Kharkiv National University of Economics

Bachelor's Degree in Accounting and Auditing

Kharkiv, Ukraine | September 2016 – June 2020

Certificates

- Quality Assurance (QA) Techniques and Methodologies
- ISO 9001:2015 – Quality Management Systems (QMS)
- Using Basic Formulas and Functions in Microsoft Excel
- Excel Basics for Data Analysis
- Introduction to Microsoft Excel

Language

- Russian — Native
- Azerbaijani — Native
- English — Upper-Intermediate (B2)
- Turkish — Upper-Intermediate (B2)

Skills

- **Decision-Making & Problem-Solving:** Analyze work-related situations, assess available options, and identify practical solutions.
- **Document and Project Management Systems:** Hands-on experience with Aconex, FusionLive, Documentum, and Primavera for managing project documentation and tracking workflows.
- **Document Tracking & Reporting:** Created Excel-based trackers to monitor document statuses and revisions, submission deadlines, and outstanding actions, and to support reporting.
- **Project Coordination:** Coordinate tasks and information flow among project stakeholders, monitor progress, and support on-time delivery.
- **Quality Assurance & Compliance:** Work with quality documentation and support compliance with project requirements and internal procedures.
- **Microsoft Office:** Use Microsoft Office applications to prepare and format documents, maintain registers and trackers, process data, and handle business correspondence.