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| ***Years of Construction Experience: 6 years******Qualifications*** * *With strong analytical skills, attentive to details and hardworking*
* *Responsible, fast learner and eager to learn different aspects of work*
* *Capable of doing both files and paper works assignments*
* *Computer literate*
* *With good communication skills*

***Achievements****Bachelor of Elementary Education* *(Major in Mathematics)****Language*** *ENGLISH, TAGALOG, ILOCANO, ARABIC****Date of Birth*** *12 DECEMBER 1984****Marital Status****MARRIED* | **Profile** **Experience Summary**2016 – **Present Radiant Engineering Enterprises**2013 - June 2015 – **Promer Qatar Construction Co.**2012 – 2013 – **Megatec Electromechanical Engineers and**  **Contractors**2010 – 2012 **– Tekfen Construction Co.** |

**Professional Experience:**

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| **2015 – Present** | **Document Controller***Radiant Engineering Enterprises, Doha, Qatar* ***Duties and Responsibilities**** Track all records
* Maintains especially assigned project database/s
* Ensures proper document classification, sorting, filing and proper archiving
* Reviews completeness of documentation and prepares document transmittals
* Performs document quality check in accordance to Company engineering document control procedures
* Performs file back up to ensure proper storage and archiving of electronic registers.
* Prepares engineering project reports.
* Responsible for controlling all documentation related activities in project.
* Knowledge of document management, transfer, preservation and maintenance.
* Support and coordinated with discipline with administration and control.
* Control and maintain project record of Incoming project documents.
* Responsible for receiving, circulating and recording all Incoming and Outgoing faxes, Emails and hand deliveries.
* Record keeping of received and sent letters to the various consultant and other contractors and Sub-contractors.
* Preparation of Report through Microsoft Excel on Weekly & Monthly basis.
* Scanning and filing hard copies and soft copies
 | **2013 – 2015** | **Document Controller***Promer Qatar Contracting Co.Doha, Qatar* ***Duties and Responsibilities**** Track all records
* Receives and registers Client provided document for detail engineering or Construction engineering project.
* Prepares and maintains IFC and As-built Photostat books for detail engineering or construction engineering project, either of in-house use or for onward transmittals to Client during project closeout
* Responsible for receiving, circulating and recording all Incoming and Outgoing faxes, Emails and hand deliveries.
* Record keeping of received and sent letters to the various consultant and other contractors and Sub-contractors.
* Preparation of Report through Microsoft Excel on Weekly & Monthly basis.
* Preparing document transmittal form for the HSE, Architect Engineer, Timesheet, Shop Drawings and Material Submittals
* Scanning and filing hard and soft copies
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| **2012 – 2013****2009 – 2010** | **Document Controller***Megatec Electromechanical Engineers and Contractors, Doha Qatar* ***Duties and Responsibilities**** Prepare a draft letter of correspondence report regarding for Invoice and billing system like Kahramaa Bill, Qtel Bill and Accommodation Bill.
* Maintain hard copy and electronic filing system.
* Preparing a draft letter / transmittal documents for the bills and MEP drawings.
* Preparing Logs for the Incoming and Outgoing for billing system, Logs of Architectural and Structural drawings, Logs of Electrical and Mechanical Submittals and Logs of a Letter.
* Preparing Daily Site Record.
* Taking care of money.
* Follow up billing system
* Coordinate project-based work
* Scanning and filing copies of documents / invoice.

**Document Controller***Chocolateno, Doha Qatar* ***Duties and Responsibilities*** * Handle and follow up invoice or feedback from client
* Follow up on payment.
* Preparing customs clearance invoice
* Taking care of money collection on spots
* Recording all expenses
* Follow up with contract customers incase credit facility is given to key accounts.
 | **2010 – 2012****2005 – 2009** | **Document Controller***Tekfen Construction Doha, Qatar* ***Duties and Responsibilities**** Tracks all records.
* Receiving and handling documents like billing system
* Preparing a draft letter especially for the bills
* Handle and follow up on feedback from the Suppliers
* Follow up on payment
* Follow up with contract Suppliers incase credit facility is given to key accounts customers
* Scanning and filing hard copies of documents / invoices

**Document Controller**Ropali Motorcycles and Scooters, *Cauayan, Isabela Philippines* ***Duties and Responsibilities**** Tracks all records.
* Checking the brand new motorcycles delivered.
* Make sure that all the motorcycles are correct especially in their chassis and engines
* Recording all Brand new motorcycles and Repo
* Processing an LTO (Land Transportation Order)
* Taking care of money
* Preparing receipt of their monthly bills.
* Handling and Recording the engine oils.
* Leafleting
* Scanning and filing for the accounts hard and soft copies
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