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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 |
| **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 |