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|   E-mail Address: rodeth.314144@2freemail.com  |
|  **SYNOPSIS**  * Autodesk Vault system and Aconex System in Document Control
* Advance user of computer programs related to Windows Operation, MS-Word, MS-Excel, MS- Access, Database, Visual Basic, HTML, FrontPage, Adobe, Macromedia Software’s, AutoCAD (Basic), Windows Movie Maker.
* Knowledge in PC trouble shooting and Web Page designing.
* Fully familiar from start of job to handover responsibilities for all the projects executed by the Company.
* Exposure with Internal Audit and QA System.
* On job experienced for the requirement of Local Office Instructions for how to carryout project.
 |  **ACADEMIC CREDENTIALS**  |
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| **BACHELOR OF SCIENCE IN COMPUTER SCIENCE** DE LA SALLE UNIVERSITY,  Philippines 2001  |
| **WEB PAGE DESIGN/DEVELOPMENT**  INFORMATICS – Manila, Philippines 2002  **MASTERS IN BUSINESS ADMINISTRATION** DE LA SALLE UNIVERSITY, Philippines June 2004 – June 2005 24 units earned  |
|  |

**April 2015 – October 2016** **Parsons International**

**Limited Abu Dhabi, UAE**

***Document Controller*** *(Kizad - Juno Project; Dubai Expo 2020)*

* The Document Controller is in charge and responsible for all incoming and outgoing documents in the department.
* Logging in the computer all the information pertaining to incoming and outgoing correspondence.
* Keeping a thorough check over all the documents.
* Checking all the documents before it goes out of the office.
* Checking the drawings, outgoing drawings and marking the revisions.
* Filing as per Index list in a proper manner.
* Ensuring the procedures of the document control.
* Procurement and distribution of office stationery.
* Assist Secretaries to implement the document control procedures.

* DESIRED RESULTS
* Documents/Drawings are dispatched to the right destination.
* Filing is done on daily basis in a proper order.
* Understands her job and gets it done properly.
* Maintains good relationship with all the staff.

**September 2011 – April 2015**

**Blair-Anderson Limited**

**Abu Dhabi, UAE**

***Document Controller*** *(Al Bustan Complex Project Abu Dhabi)*

* Responsible for gathering the necessary documents, reports, and correspondence and for maintaining an up to date document library.
* Receives all incoming documents. Determines filing category and makes input to the automated document/drawing control databases.
* Records all dispatched documents in the document/drawing control systems.  Retrieves documents and maintains the automated distribution log.
* Expedites review, signature approval, and release of contractor, supplier and internally produced project documents.
* Maintains files and computerized indexes for all documents. Generates electronic/hardcopy reports as needed by GE, the project or management.
* Prepares transmittals for construction and engineering documents and requisitions.
* Performs other administrative responsibilities associated with the project as may be appropriate.

**August 2009 – April 2011**

**The Contractors Co. WLL**

**Abu Dhabi, UAE**

***Administrator / Document Controller*** *(General Contracting)*

My duties:

* Ensuring that activities in the document control processing adhere to document control procedures.
* Recommending data automation hardware and software systems to improve the efficiency in document control processing.
* Ensuring that all requests for documents are addressed in an efficient and expedited manner.
* Developing document control procedures and monitoring their appropriate implementation. Ensuring that the document control department efficiently processes and retrieves electronic and hard copy documents.
* Supervising and ensuring proper receipt, recording, distribution, file, and archive of electronic and hard copy documents.

**May 2008 to July 2009**

**Parsons International Limited**

**Abu Dhabi, UAE**

***Document Controller*** *(Aldar’s Projects: Al Gurm Resort Development Project Abu Dhabi)*

My duties:

* Control of the incoming and outgoing correspondence, transmittals through Outlook and Aconex system.
* Process all incoming and outgoing project documentation and correspondence through the document control system; Aconex system.
* Make sure that documents were transmitted to following recipients.
* Maintenance and implementation of the Company Document policies and procedures to fully cover the system’s management process (production, numbering, distribution, storage and retention).  Provide training and knowledge transfer to the Parsons’ organization.
* Process all incoming and outgoing project documentation and correspondence through the document control system; Aconex system.
* Monitor and continuously improve the document control procedures in accordance with the project instructions.
* Assist, interfaces and liaisons between the consultants and project managers for submittals.
* Provide hardcopies and softcopies of documentation to project engineers/managers and scanning capabilities, drawing conversions to readable electronic Acrobat Reader (PDF) files.
* Converting PDF file to word excel.
* Prepare Daily, Monthly incoming progress reports.
* Responsible for performing general administrative tasks such as layout, formatting, editing and typing.

**October 2006 to April 2008**

**Al Jurf Development Projects**

**Abu Dhabi, UAE**

***Logistics / Purchasing Assistant*** *(Landscaping, Irrigation and Civil Works)*

My duties:

* Maintained and update suppliers list.
* Prepared and issue quotations, enquiries and LPO’s as directed  Attended calls, negotiate best rates with suppliers.
* Managed credit periods and function effectively to ensure smooth flow.
* Follow up on suppliers invoice.
* Managed all files pertaining to purchases, requests, LPO’s, receipts.  Follow up with site storekeepers for goods receipts.
* Entered all data relating to logistics section and inventory control in the computerized system.
* Maintained and update inventory movements and carry out reconciliation.
* Help in the maintenance of Logistics work flows, directory and classifications of the materials needed in the program implementation of the system using ERP (Oracle) system.  Data entering of invoices for payment.
* Processed back up reports after data entry.
* Maintained and update filing system in logistic section.
* Writing professional letters to customers/suppliers.  Handled petty cash of projects.

**June 2001 to September 2006** **Far East Maritime Foundation, Inc.**

**U.N. Ave. Manila, Philippines**

***Accounting Officer*** *(Training Center for Mariners)*

My duties:

* Monitored of Cashier’s Collections  Reconciliation of Cash Collections
* Prepared Daily Deposits
* Prepared of Daily/Monthly Collection & Disbursement Report  Prepared Monthly Bank Reconciliation Report.
* Maintained of Cashiering System
* Maintained of Employees’ Salary and Emergency Advances Ledgers
* Verified of liquidations
* Monitored and Issuing of Petty Cash
* Maintained of Payroll System
* Maintained General Ledgers

**April 2000 to June 2000**

**Information Technology Center**

**De La Salle University- Dasmariñas**

**Dasmariñas Cavite, Philippines**

***Student Trainee*** *(Computer Science Intern)*

My duties:

* System Analysis and Design
* Made a thorough analysis of the faculty system
* Made a proposal and design the system

**April 1998 to May 2000**

**Information Technology Center**

**De La Salle University- Dasmariñas**

**Dasmariñas Cavite, Philippines**

***Enrollment Committee – Part Time***

My duties:

* Assisted the enrollment of the students, encode and updates the information of the students.  Facilitated registration during enrollment.

**SEMINARS/WORKSHOPS ATTENDED**



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|   |  |  |
|  | 2015  | Parsons Health and Safety Security Course  |
|  | 2009  | Parsons Health and Safety Awareness Course  |
|  | 2008  | Aconex System – Document Control  |
|  | 2008  | Parsons Safety Driving Course  |
|  | Oct 27, 2008  |  PIL Quality Management System Introduction & ISO 9001 Awareness  |
|  | Dec 20, 2007  | HACCP Awareness Course  |

May 12, 2007 Introduction to Quality Management System ISO 9001:2000 Course

Dec 2005 – March 2006 Trainings in Macromedia Dreamweaver MX, Flash MX, Adobe Photoshop CS

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| July 16, 2005 Customer Service-Guaranteed Seminar  |
| Dec 19, 2004  | Organizational Behavior-Team Building  |
| April 30, 2004  | Counterfeit Detection Workshop  |
| March 16, 2002  | Basic Internet Basic Web Page Development Course  |
| March 2, 2002  | ISO Awareness Seminar  |
| Feb – March 2001  | Pre-Employment Seminar with English Proficiency Class  |
| Jan 24, 2001  | Contemporary Issues on IT: The Digital Divide and Globalization  |
| April 12-14, 2000  | Visual Basic with Crystal Report Training  |
| April 11, 2000  | Project Management /RAD Training  |
| March 24, 2000  | A New Frontier on Information Technology  |
| Jan 29, 1999  | Remote Access, File Transfer and E-mail in a Linux Environment  |