Darvie

[Darvie.327035@2freemail.com](mailto:Darvie.327035@2freemail.com)

Objectives:

To be in the Job that allows me to enhance my skills & contribute to the general well-being of the company that I work for.

**Working Experience:**

Gusan Contruction Arabia Co. Ltd. Gusan Construction Arabia Co.Ltd.

Doc. Controller & Autocad Operator Doc. Controller & Autocad Operator

June 11, 2011 – Nov. 27, 2012 April. 03, 2016 – Nov. 20, 2016

Jubail Power Plant Project Jazan Refinery Terminal Project KSA

Aramco Company Aramco Company

Gusan Construction Arabia Co.Ltd.

Document Controller & Autocad Operator

Nov. 28, 2012 – Apr. 02, 2016

Yanbu 2 Power & Plant Project, KSA

Marafiq Company

**QC/QA Document Controller**

* Monitors ongoing construction to ensure that the work is being done correctly and the project stays on schedule.
* Visit the work site daily and speak to managers, workers and vendors to prevent miscommunication and resolve issues.
* Prepare and submit RFI’s with all the attachments
* Issuance of Non-Conformance Reports (NCR) when specification or procedural requirements are not met.
* Attend all QC meetings whenever required.
* Making Survey Report/Data for all structure drawing using 3d Autocad.

**Construction Office Assistant**

* Compute the total quantity of concrete per structure that are already inspected.
* Update all the drawings on the Autocad that are Issued for Construction (IFC).
* Making daily concrete report for all structures concrete poured yesterday.

**Skills :**

* Computer literate ( Autocad 2d and 3d, Microsoft Excel, Word, Powerpoint)
* Good communication
* Knowledgeable in civil and architectural drawings.
* Knowledgeable in international standards of construction industry.

**Strength :**

* Adaptability to new environment, working as a team & trustworthy employee.
* Proactive and keen to learn.
* Capable to work under pressure.

**EDUCATIONAL ATTAINMENT :**

**College:**  Associate in Industrial Technology Major in Electrical Technology

Negros Oriental State University

SY : 2004-2006

**TRAININGS AND SEMINAR :**

NSC-OSHA Compliance 30 hrs.

Construction Safety

Jubail,KSA

November 2012

**Other PERSONAL DATA:**

Gender : Male

Civil Status : Married

Date of Birth : September 07, 1987

Nationality : Filipino

Height : 5’7”