

**Rosel**

[**Rosel.**331178@2freemail.com](mailto:Rosel.331178@2freemail.com) \_

**Career Summary:**

Almost 3 years broad experienced in Document Controller with different Projects such as Civil and MEP scope for the purpose of controlling and maintaining company records and files, a document controller's specific duties and responsibilities include performing documentation audits, Performs Edits on Documents, prepares documents early, Manage Outgoing/Incoming Project Documents and keep track of all record. Other job duties include checking for file name errors, making sure that all documents follow company policy guidelines and archiving files and records correctly.

**Work Experience:**

**Document Controller**

**TiME Qatar (Turner International Middle East)**

September 2015 – April 2016

* Coordinate all activities related to the Document Control procedure, including technical documents, drawings, and commercial correspondence.
* Input document data into the standard registers ensuring that the information is accurate and up to date.
* Generate the various document control reports as required.
* Typing of site documents, and follows up of all the site needs.
* Makes sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable.
* Receives and registers Client provided document for detail engineering or construction engineering project, including in-house generated document.
* Controls issuance of document numbers, including maintenance of proper document registers for detail engineering or construction engineering project.
* Maintain updated records of all approved documents and drawings and their distribution clearly.
* Maintain the documents and drawings in the Document Control office under safe custody without any damage or deterioration with easy traceability.
* Maintain the files and control logs as required by the project.
* Performs file backup to ensure proper storage and archiving of electronic registers.
* Prepares engineering project reports, as may be required.
* Ensures proper document classification, sorting, filing and proper archiving.
* Reviews completeness of documentation and prepares document transmittals.
* Execute the responsibilities maintaining high level of ethical, moral and professional standards.
* Ensure that the overall activities in the department meet the requirements of quality management, health and safety, legal stipulations, environmental policies and general duty of care.

**Document Controller**

**G4S W.L.L (Qatar) - Gulf Engineering & Industrial Consultancy**

MSHEIREB PROPERTIES, Doha Qatar

November 2013 – September 2015

* Maintaining update of all documents log for the “Open and Closeout” status of documents, and distribute to the Senior Engineer for their information in order to update the outstanding balance of the documents.
* Responsible to close on the System (**Constructware**) for all commented RFI’s.
* Log and file all the submittals and approval of the shop drawings, material, method of statements, calculation, QA/QC weekly report, variation and documents approval etc.
* To prepare Transmittals for any documents to be submitted to the client (TQ / MP) for Approval and for Information. And must be signed by the Residence Engineer before uploading, linking and generate through Constructware System (EDMS).
* To prepare the correspondence letter through Electronic Document Management System.
* To prepare Design RFI on the Electronic Document Management System as per project procedure, as well as the document received from the client through Transmittal and need to be forwarded to Design Consultant for review.
* Responsible to notify on the Constructware (EDMS) all the RFI’s and Submittals for Design and LEED review.
* Responsible to double check all the submittals documents together with the samples, approvals before the receiving.

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**Additional work duties:**

* *Prepare the status reports of the incoming and outgoing documents on weekly and monthly basis.*
* *Manage the process of distribution of internal and external project correspondence and Ensure good relationships with external and internal clients.*
* *Responsible for the electronic document management system.*
* *Responsible for document reproduction of drawings, specifications and project documents.*
* *Responsible for inserting electronic links to each record/document within the related EDMS (Constructware System).*
* *Maintains distribution and receipt logs for project Management and staff as well*.

**Document Controller**

**G4s W.L.L (Qatar)** - **Burns and McDonnel**

MSHEIREB PROPERTIES, Doha Qatar

**August 2013 – October 2013**

* Responsible for the consolidation and storage of project documentation on completion closeout of a project e.g. storage (drawings, specs, RFI, JSI, NCR and contract documents) disposal after specified periods and where required the return or destruction of security classified information.
* Manage the process of distribution of internal and external project correspondence and Ensure good relationships with external and internal clients.
* To receive, register, copy, update and distribute all project documentation such as submittals, CRFI, NCR, RFI, SHOP DRAWINGS, MATERIALS, etc. in timely and controlled manner.
* General document control activities such as photocopying, scanning quality checking of data and documents.
* Upload files thru **CONSTRUCTWARE** system.
* Generate the various project document control reports, drawing and document tracking registers for specific projects as required.
* Develop and implement processes related to document control and management. Working with the project team in order to implement systems of control.
* Following processes and procedures for the opening of a new project and informing relevant personnel.
* Manage the process of distribution of internal and external project correspondence and ensure good relationships with external and internal clients.
* Ability to perform regular audits on documents against required project information to ensure compliance with client requirements and company procedures.
* To manage own daily workload by close liaison with the Head of Projects/ Managers

**Other Duties and Responsibilities:**

* To co‐ordinate the document control function across the company, ensuring all project, related documentation is correctly recorded and communicated.
* Monitor and evaluate systems and to look for ways of continuous improvements.
* Produce document control specific procedures and work instructions for review and approval with the Head of Projects and Quality Assurance Manager.
* Implement best practice across the document control function
* Explain how all activities related to the Document Control procedures are controlled and coordinated to internal and external auditors.
* Evaluate assess and where appropriate introduce software that would assist the document control function.
* Responsible for all issuance NCR & JSI to create record on the EDMS (Constructware).
* Responsible for all RFI to be closed on the system as per Senior Architect Engineer and Project Manager Instructed.
* Maintaining update of all documents log for the “Open and Closeout” status of documents, and distribute to the Senior Engineer for their information and to know the outstanding balance of all RFI to be responded of the consultant.
* Maintaining good communication skill between the Clients, Contractor’s, Suppliers and Sub-Consultant to achieve good desire.

**Data Entry/Clerk**

**G4s W.L.L (Qatar) Commercial Bank of Qatar**

Doha, Qatar

March 2013 – August 2013

* Consider phones and transfer to the appropriate staff member.
* Greet public and clients and direct them to the correct staff member.
* Receive, sort and distribute incoming mail.
* Faxing, scanning and copying of documents.
* Responsible for check all documents incoming and outgoing.
* Compile, copy, sort, and file records of office activities, business transactions, and other activities.
* Operate office machines, such as photocopiers and scanners, facsimile machines and personal computer.
* Maintain and update filing, inventory and mailing.
* Open, sort and route incoming mail, answer correspondence, and prepare outgoing mail.
* Perform other administrative functions that maybe assigned from time to time.
* Performs other secretarial functions like setting appointments from the Project Manager, Screen and answer phone calls, prepares invoices and other admin functions.
* Ability to understand & comply with client external document control section.

## Skills and Capabilities:

* Knowledge of Electronic Document Management System such as ***ACONEX*** and ***CONSTRUCTWARE***.
* Able to communicate at all level and work in a team environment.
* Adaptable and works well under pressure to achieve goals.
* Effective and pro-active communicator with ability to be objective.
* Flexible and supportive.
* Computer literate (Microsoft Packages, Internet and E-mail)
* Uncommon ability to excel in a fast paced environment.
* Superior people development and [communication skills](http://www.jobbankusa.com/resumes/free_samples/examples_templates_formats/car_rental_reservationist.html).
* Ability to keep clear and accurate records and reports
* Able to manage a small team and co‐ordinate work activities.

**Training and Seminars:**

* I have earned training and completed session of **Philippine National Red Cross** and **Red** **Crescent** Course *Standard First Aid* *and* *Basic Life Support CPR Training* *for* *Healthcare* *Provider* which is doing special tasks and operation.
* Perform an operation of accidents such as sprains, choking, fracture and etc.
* Perform an indicated task such as *Artificial Resuscitation and CPR*.

**Educational Background:**

**2 YEARS CERTIFICATE FOR CAREGIVER & HEALTHCARE SERVICES**

Tokyo Healthlink Inc. Medical Academy

Sucat Parañaque, Philippines

S.Y. 2008-2010

**Kalayaan National High School**

Kalayaan Village Pasay City, Philippines

S.Y. 2004-2008

**Kalayaan Elementary School**

Kalayaan Village Pasay City, Philippines

S.Y. 1997-2004

**Personal Details:**

* Civil Status : Single
* Religion : Roman Catholic
* Date of Birth : June 30, 1990
* Language Spoken & Written : Filipino, English

Reference available upon request: