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**Marianne L. Dayang – CV No. 1996818**

**Career Objectives:**

To work with a progressive company that promotes an environment of professional code of ethics, competitive spirit, and individual responsibilities wherein the skills and experiences I have acquired will be mutually beneficial to both myself & the company. I am seeking a position of increasing responsibilities in the area of Business Administration or Document Controls.

**Qualifications**

Personable individual who is capable of establishing and maintaining the relationships necessary in attaining the company business objectives. Handles responsibility, deadlines, and quotas extremely well; along with being hardworking and patient in terms of work. Has the ability to work in a fast-paced environment with high pressured individuals and stress. Thrives on new challenges, a fast learner, who can adapt to new skills and technology quickly. Has a strong customer service skill, detail oriented and well organized with strong communication skills. Is knowledgeable with Microsoft Office with UAE cultural experience and is a team player.

**Skills**

Proficient in Microsoft Office software application (Word, Excel, PowerPoint & Outlook), Smart Plant Foundation (SPF), Share Point, Oracle System, internet, typing, filing, document processing & controls.

**Professional Experience**

**Petrofac Emirates (May 2013 – Dec.2016) for UZ750 Project for ZADCO**

**Position: Document Controller**

**EDMS: SMART PLANT FOUNDATION (SPF) POWER USER**

* Accommodates and effectively deals with engineers and managers with their documentation inquiries, requests and needs on a daily basis.
* Receives and monitors the issuance of the Incoming and Outgoing Technical / Vendor Documents between CONTRACTOR and COMPANY.
* Prepares and Issue Transmittal of the Technical / Vendor Documents for Internal review as per the COMPANY approved MDR (Master Document Register) COMPANY distribution matrix.
* Ensure that responses are received from COMPANY Engineers on a timely manner, and responses are issued to the CONTRACTOR.
* Responsible for the generation of Weekly reports such as but not limited to Overdue and Look Ahead Report for Vendor Documentation, No Rev-Up Report among others.
* Assist in the coordination of all activities of Document Control, including distribution and maintenance of electronic department directories, tracking and reporting on document review progress.
* Act as Senior Document Controller in her absence.

**Al Shaqsi International Management Services (Sept. 2011 – May 2013)**

**Client: Aldar Properties PJSC**

**Position: Administrator - Accounts Payable, Finance**

* Receive documents such as payment certificates, supplier invoices & distribute them for processing.
* Receives & check all corporate invoices for proper documentation to insure proper agreements prior to payment. Prepare invoices for data entry and track payments using Oracle System.
* List the accounts payable vouchers in the logbook and distributes them for their approval/comments/signature before making the payment.
* Upload the transfer letters that are acknowledged by the bank in the Darcom System.
* Inform the suppliers for collection of cheques payments and maintain a filing system for all financial documents.

**Urbanism Planning Architecture Consultancy L.L.C (Dec.2010–Feb 2011)**

**Document Controller/Secretary/Receptionist**

* Disseminate documents with Director’s comments to the concerned employees.
* Communicates with site offices for documents to be maintained in the office.
* Maintains flow of documents (internal, incoming and outgoing) and received material samples from Site Offices, Suppliers and Contractors.
* Acts as Administrator for Mangrove Place – Design Project using the Aconex software. Point of contact for Contractor’s correspondence and manage correspondences received from Aconex account.
* Prepare local Purchase Order for assets acquired like office supplies, furniture & fixture, fax machines, etc…..
* Encodes & finalizes Project Proposals and Tender Documents including Bill of Quantities and Cost Estimation for submission and ensures that submitted documents are reviewed and checked by the Project Manager and Director.
* Document Controller for Company Projects in coordination with the Document Controllers at the Site Offices.

**SNC-LAVALIN INTERNATIONAL (August 2008 – May 25, 2010)**

Document Control clerk for the EMAL Smelter Project. EMAL is a joint venture between aluminium producer DUBAL (Dubai aluminium) and Abu Dhabi investment vehicle Mubadala. The project consisted of a new aluminium smelter in the Emirate of Abu Dhabi as the largest green-field smelter construction project and the largest industrial project in the UAE outside of the oil and gas industry.

* With SLWP (SNC Lavalin Worley Parsons) I had the opportunity to coordinate and work with Dubal Document Control and SNC-Lavalin International Document control teams located internationally such as Bothell, Beijing, Geelong, Melbourne, Montreal, Mumbai and Vancouver. Also dealt with the Supplier/Vendor that were involved in the Project.

**Position: Document Control Clerk**

* **For Technical Documents** In-charge of the Documentation Management System. Including, a range of technical documentation such as drawings, reports, calculations, technical specifications, purchase requisitions generated from the design/construction phases, and as-built documentation/final hand-over dossiers.
* Control all Incoming and Outgoing drawings/documents. Ensure timely issuance & distribution of all the Drawings / Documents with correct revisions to parties specified in the distribution matrix contained in project procedures.
* Co-ordination with Client, Engineering Contractors, Joint Venture Partners, Subcontractors & Project Management and other Internal Departments for documentation related issues.
* Track the revisions of all the deliverables to help all disciplines to avoid any kind of conflict with the current revisions of a drawing/document.
* Strict adherence to the internal & client provided documentation procedures. Highlight areas of concern, define and/or assist in defining corrective action plan.
* Produce reports as required by management & other parties from time to time.
* Responsible for organizing and conducting Archiving & disposal of Project Files as per contractual requirements & in-house procedures at the end of the Project.

**For Supplier/Vendor Document**

* Run diagnostic reports which check the documents from Vendors to verify if the VDR codes of documents have any kind of conflicts with coding.
* Issue transmittal for Vendor documents by package number and distribute them to the package lead engineers for their review and comments.
* Upload all Vendor documents to the system such as correspondences, Site Instructions (SI) Memorandums.
* Maintain and update a comprehensive filling system.

**Educational Background**

College        Central Colleges of the Philippines (CCP)

                       Bachelor of Science in Business Administration

                       Major in Management

**Personal Details**

Date of Birth January 13, 1985

Nationality Filipino

Civil Status Single

Visa Status Work/ResidencyVisa

* ***Professional references available upon request.***

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| **Marianne L. Dayang – CV No. 1996818**To interview this candidate, please send your company name, vacancy and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php> addressing to HR Consultant on cvcontacts@gulfjobseekers.comWe will contact the candidates to ensure their availability for your vacancy and send you our service HR Consulting Fees quotation for your approval. Whatsapp +971504753686\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |