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**CARLO**

**CARLO.337210@2freemail.com**

**CAREER OBJECTIVE**

To continue contribute diverse, knowledge, skills and abilities in working full time and share my capabilities to work independently or with team members in varied workplaces / environments with minimal supervision handling multiple work load and highly adaptable to changing professional work environments to implement solution in an efficient manner.

**SUMMARY OF QUALIFICATION**

* Thorough knowledge of electronic documents management systems (ACONEX)
* Experience in the control of project documentation and correspondence on large and complex projects
* Degree in Computer Science
* Knowledgeable in Adobe Photoshop
* Excellent in communication & interpersonal skills
* Having an excellent planning & problem solving skills
* Capable of working independently and a good deal of autonomy
* Excellent in computer (MS Office, Excel & MS Outlook)
* Knowledge of ISO guidelines
* Capable of leading teams
* Knowledgeable in Engineering Documentation and Technical Drawings, Specification, Procedures, B.O.Q, and preparing a Document Controlling Systems for the Projects
* Knowledgeable in Computer troubleshooting for hardware and software
* Design and development of advanced project document control system for the business
* Ability to plan, organize, lead and coordinate the Document Control function within our multidisciplinary Engineering group, in order to meet the needs of the projects, proposals and Company’s quality requirements and timely deadlines (milestones)
* To ensure compliance with quality assurance requirements at all time

**WORK EXPERIENCE**



**Position** : ***Document Controller*** ( April 2016 - present )

**Company** : ***Hispano International Decor***

**Project** : ***Warner Bros. Theme Park, Yas Island, Abu Dhabi, UAE***

**Duties & Responsibilities:**

* Hands on experience in identifying, sorting of Engineering Documents and drawings (Electrical & Instrumentation drawings, plot plans, details, loop drawings, data sheets, standards, isometrics, manuals etc.) as per ISO Standard & ACONEX.
* Responsible for the Record of Drawings, Method Statement, Material Submittals, Sample Submittals, RFIs, RRFIs, NCRs, Contracts, LOIs, Payment Certificates, Documents of Civil, Mechanical, Instrumentation, Electrical, Structural Documents, Drawings, Specifications, Calculation and Data Sheets, Progress Reports, Survey Reports.
* Establishing the System and Procedure for Engineering Design Team.
* Coordination with various discipline project team members.
* Supervision of daily uploads of drawings and documents in ACONEX web-based document management system.
* Providing support to different design managers.
* Organizing various workshops and presentations with in-house design team and that of Engineers’ and Client Representatives’.
* Responsible for maintenance and continual improvement of Document Control Management System as per ISO Standard.
* Monitor the document control requirements on an ongoing basis so as to make recommendations for any improvements in the system if necessary.
* Distribution of documents, maintaining electronic folders and directories, tracking and retrieval of documents and drawings.
* Maintain registers of all receipts and issues or submissions of documents and correspondence.
* Expedite the return of documents and approvals or comments within the required time period from internal and external parties to whom they have been issued or distributed.
* Ensure the effective running of the day-to-day operations of the document center.
* Ability to plan, organize, lead and coordinate the Document Control function within our multidisciplinary Engineering group, in order to meet the needs of the projects, proposals and Company’s quality requirements and timely deadlines.
* Register, log, distribute, track, issue, maintain and control office and site project documents and drawings.
* Ensure that Project Team and contractors comply with the document management system process and procedures.
* Receiving and distributing all documents. Preparation transmittal sheets for Inspection Requests, Material & Shop drawing submittals and Filing.
* Maintain records of engineering documents and drawings in hard copies and electronic files and monitor the revisions and approval status thereof.

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**Position**  : ***Document Controller*** ( December 9, 2015 - present )

**Company** : ***Hispano International Decor***

**Project** : ***Court House, Abu Dhabi, UAE***

**Duties & Responsibilities:**

* Scanning all the Received Copies and providing Hard Copies for all the Material / Sample Submittals.
* Check all the reports or comments submitted by the Contractor and the Consultant for the revisions so we can quickly re-submit either the problem for Material description or the sample itself.
* After submitting or receiving commented Material Submittals, I ensure the consistency of updating the Material / Pre-qualification / Procurement Log.
* Purchasing request from the Head Office regarding with all the necessary items that our office, staff and the site is needing.
* Monitoring the Daily Time sheet and providing the summary of the Monthly Time sheet for each staff that needs to be submitted to the Head Office.
* Preparing Letter of Intent for the Sub-contractors and letters for the Main Contractor.
* Preparing MEP Clearance, Request for Information, Request for Inspection.
* Monitoring the Shop Drawing Log and Wt. Calculation
* Preparing the Shop Drawing Transmittal
* Compiles and maintains control records and related files such as Drawings, Materials and Engineering documents.
* Provides reference number to the Quantity Surveyor
* Preparing the Daily Report for the Main Contractor by asking all the staff particularly the Architect / Draftsman team,
* Material Coordinator and Site Engineer to produce daily activity and work progress for the site.
* Coordinates with the Planning Engineer for updating the Recovery Program / Baseline Program and S-Curve Report.
* Preparing the Weekly Report every Monday including all the updated programs, Shop Drawing Log, Wt. Calculation,
* Material Log.
* Print and prepare all the Progress Photos from the Site Engineer.
* Scanning all the commented Drawings and providing the CD for the Main Contractor's copy and ours as well.
* Receiving calls from the Head Office and providing information regarding with their concern about the site such as
* staff documents for the Visa, ( follow-up ) etc.
* Sending e-mail to all the staff about all the important documents received either from the Main Contractor or Sub-contractor.
* Providing Hard Copies for the Executive Manager and Project Manager.
* Reports to the Managers if there are important things related to work that needs to be done or asking for a prompt action.
* Recording all incoming and outgoing transmittals and file in accordance with the company Filing System.

 

Position : ***Administrative Associate* (** January 2012 –

 September 2015 **)**

Company : ***Walter Mart Supermarket Inc.***

Location : ***Tanauan City, Batangas Philippines 4232***

**Duties & Responsibilities :**

* To ensure that all receipts and dispatch are registered in the log.
* Answer and direct phone calls
* Organize and schedule meetings and appointments
* Maintain contact lists
* Produce and distribute correspondence memos, letters, faxes and forms
* Assist in the preparation of regularly scheduled reports
* Develop and maintain a filing system
* Order office supplies
* Book travel arrangements
* Provide general support to visitors

Position : ***Audit Associate* (** January 2010 – September 2012 **)**

Company : ***Twinline Trading***

Location : ***SM Sta. Rosa Laguna, Philippines***

**Duties & Responsibilities :**

* Coordinates with the client’s procedures for delivery of units, site location and items to be inspected.
* Obtains and reviews evidence ensuring audit conclusions are well-documented.
* Conducts assigned audit engagements successfully from beginning to end.
* Supervise all cell phone units and other accessory supplies.
* Performs other related duties as assigned.



**Position** : ***Technical Support Representative*** ( November 2007 - 2010 )

**Company**  : ***Advanced Contact Solutions***

**Location**  : ***SM Lipa City, Philippines***

**Duties & Responsibilities :**

* Assist clients through phone calls regarding with their technical issues and concerns about their internet problems.
* Configuring computer hardware operating systems and applications.
* Providing support including procedural documentation and relevant reports.
* Troubleshooting systems and network problems and diagnosing and solving hardware or software faults.

**EDUCATION**

* **Bachelor in Computer Science**

STI Computer College

2000-2004

* Batangas State University
* 1996-1999

**PERSONAL DATA**

Date of Birth: January 20, 1983

Nationality: Filipino

Marital Status: Single

Visa Status: Working Visa ( Currently Employed )