GARRY

GARRY.337564@2freemail.com

**QUALIFICATIONS:**

* ***Document Controller*** with **9 years** working experience, was involve in construction of high rise towers and high end buildings and currently involve in **Shah Gas Development (SGD)** in **UAE**.

**SPECIAL SKILLS:**

* Knowledge in **SharePoint & Aconex**
* Knowledge in EIM – Engineering Integrated Management (Saipem) document control system
* Knowledge in EIM Replica – easy fast location and downloading of documents / drawings for printing
* Knowledge in AIM – Asset Information Management (Saipem) document control system
* Knowledge in Database Administration, Maintenance, Analysis and Designing
* Specialized in **AutoCAD** 2D & 3D
* Specialized in Adobe Acrobat & Photoshop
* Specialized in Microsoft Office programs (Word, Excel, Power Point & Outlook)
* Knowledge in Computer Hardware, Software and Network Troubleshooting
* Computer Programming in VB 6.0 with Microsoft Access Database or MYSQL
* Experienced in Electrical Wiring
* Knowledge in Auto Mechanic
* Good Command in oral and written English.
* Highly creative, self-motivated, resourceful and can work under pressure with minimum supervision.

**WORK EXPERIENCE:**

***Document Controller / Admin***  (May 2012 to Jan 2017) - **Al Hosn Gas**

 Abu Dhabi Gas Development Co. Ltd.

Duties and Responsibilities:

* Upload and distributes of all correspondence thru **Aconex** *(Letters, Manpower Mobilization Request (MMR), Letter Of Assistance (LOA), No Objection Certificate (NOC), Memorandum, Minutes Of Meeting, Change Request Form (CRR), Reports, Contract Trend Notice (CTN) and Technical Position Paper (TPP))*
* Upload and forward of all technical documents *(Technical Document Review (TDR), Supplier / Vendor Documentation & Material Approval Request (MAR))* thru Asset Information Management (AIM)
* Distributes and maintain register of Design Concession Authorization (DCA) and Request For Information (RFI) to the concern person for review and approval.
* Accurate filing of project documents, maintain and manage filing register with relevant codes and reference numbers.
* Prepares weekly report for all incoming and outgoing open correspondence.
* Coordinating the activities related to document control, including auditing, tracking and filing of controlled documents
* Manage archival and maintaining storage of documents and specified quality records
* Retrieving of all relevant documents to the Manager on demand
* Maintain and ensures proper document classification, review and apply procedures
* **Final handover documentation review of Project**

***Document Controller / Admin*** (Oct. 2008 to Oct 2011) - **Al Rajhi Projects & Construction LLC**

 Abu Dhabi, UAE

Duties and Responsibilities:

* Prepares and Maintain Register of all other Contract documents like *Shop Drawings, Design Drawings, Request for Information* ***(RFI)****, Subcontract Approval Request, Method Statement Submittals, Document Transmittals, Material Inspection Request, Technical Material Submittals, Inspection Testing Request, Site Instruction, Non Compliance Report* ***(NCR)****, Daily Receiving Report (Preparing Delivery Note for Payment Slip) & Daily Progress Report*
* Design & mapping different activities processes under the direction of the line manager
* Establish and maintain procedures, policies and automated systems needed to meet the demands of document control.
* Examine documents, such as drawings change orders, specifications, attachment of all transmittals and correspondence to verify completeness and accuracy of data
* Ensure accurate and timely release of all document changes
* Prepares and Documentation of all incoming and outgoing correspondence, Local Purchase Order, Invoices, Payment Slips, Quotations, and Comparison Sheets
* Assists Design Department in preparation and compilation of Operation & Maintenance Manuals
* Submission of all daily / weekly / monthly Management reports
* Administration of Site Operations including maintaining of Manpower attendance, handling site cashes, maintaining Stationeries and office stuffs, maintaining site transportation and all **Human Resources issues** (*Leave Application, Duty Resumption, Passport Requisition, Claim Request / Petty Cash Reimburse, Ticket Reservation, Interview Appraisal, Employee Information etc.)*
* Assist the Management while conducting yearly appraisals
* Personally handle all the confidential data and ensure it has been filed in the individuals Personal Files
* Prepares gate pass, ID and arrange schedule for applicants interview
* Prepares monthly expenses reports and inventory of stock, supplies and materials
* Follow-up the materials to the suppliers to deliver at exact date
* **Support the in-house MEP Design Department by preparing and submitting Electrical Shop drawings, Builders’ Work & Co-Ordination Drawings**
* **Take accurate quantity from the drawings and Coordination with site engineers**

***Admin / Document Controller*** (Jan. 2006 to Feb. 2008) - **MB Trucking Equipment Rentals**

Tarlac, Philippines

Duties and Responsibilities:

* Administration of Operations including maintaining of, handling cashes, all human resources issues, maintaining transportation and office stuffs
* Preparing Manpower attendance for the payroll
* Conducting interview for the applicants
* Checking and inventory of stock, supplies and materials
* Direct coordination with the clients
* Preparing of all daily / weekly / monthly Management reports
* Segregating and arranging all documents prior to their numbering system
* Other functions and responsibilities, necessary for efficient operation of office / department, and beneficial to the company
* Follow-up the materials to the suppliers to deliver at exact date
* Receiving and issuing materials to the technician

***Field Technician*** (2005) - **ABS-CBN Broadcasting Corp. Philippines**

Tarlac, Philippines

Duties and Responsibilities:

* TV Channel Programming and tunning
* Proper logging of TV information & status
* Preparing Weekly Progress Report to be submitted to the superior

**EDUCATIONAL BACKGROUND:**

Course : **Associate in Computer Technology (DIPLOMA)**

College : System Technology Institute (STI) (2002 - 2004)

**SPECIALIZED TRAINING COURSE:**

 **Course Training Center**

* + Effective Delegation Skills Boost Consulting & Training (2015)
	+ AutoCAD 2008 Microcadd Technologies (2008)
	+ Auto Petrol Mechanic Technical Education and Skills Development Authority (TESDA)
	+ Auto Diesel Mechanic (2005)
	+ Auto Electrician Mechanic

**SEMINAR:**

* National Information Technology Convention (February 19, 2004)

**PERSONAL DATA:**

Birth date : July 20, 1985

Citizenship : Filipino

Height : 5’8”

Weight : 153 lbs.

Religion : Catholic

Languages : English & Tagalog

**Visa Status : Residence Visa**