**Pocholo**

[**Pocholo.339199@2freemail.com**](mailto:Pocholo.339199@2freemail.com)

**Profile Overview**

Poch has 13+ years of exceptional experiences on document control management, hands-on and procedures and in-line with Corporate Document Management, Project Management, Project coordination & Supervision, Client Project Team, Investment Documentation, EPC and in Design Production Team.

As such, Poch has a comprehensive understanding on how to manage large scale project documentation and has the ability to process well-defined project documentation protocols. Moreover, Poch has excellent international experiences on major projects in Oman, Qatar & United Arab Emirates.

Poch is deeply excited to join on a team for any challenging project where he could possibly apply his excellent working experiences on Document Control Management. Moreover, he at all times avid to learn innovative challenging roads on Document Control Environment.

**Detailed Work Summary**

* Excellent working knowledge on **Aconex**, **Livelink, Meridian Proliance & Sharepoint** - *EDMS.*
* Familiar in preparation of Handing-Over Documents.
* Records incoming and outgoing documents (Both hard and electronic format)
* Exceptional know-how in Microsoft Access, Excel, Outlook, PowerPoint, Word.
* Can create a database for Correspondences & Drawings on Microsoft Access that is fully customize for a project.
* Knowledgeable on scanning, downloading & uploading documents using Aconex, Livelink, Proliance, FTP & FileZilla.
* Keeping all documents (Softcopy) on file accordingly on the network folder structure.
* Archiving finish Projects & maintenance of Network Folder Structure.
* Fast & accurate typing skills (60wpm)

**Projects Involvement**

* Nitrogen Gas Injection **Project** – Abu Dhabi, UAE
* **Shell Basra Gas Additional Engineering Project** – Abu Dhabi, UAE
* **New Port Project** – Messaieed, Qatar
* **Lulu Island Development Project– Detailed Master Planning** – Abu Dhabi, UAE
* **Al Waab residential and commercial town** **development Project *(Doha, Qatar Based Project)*** *– Sharjah, UAE*
* **Design & Construction of Sports City Tower (2006 Asian Games Tower)** – Doha, Qatar
* **The Sports City Project/ Khalifa Stadium Package 3 –801 Project (2006 Asian Games Venue)** – Doha, Qatar
* **The Sports City Project/ Khalifa Landscape Package 1– 802 Project (2006 Asian Games Venue)** – Doha, Qatar

**Professional Experience**

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**Document Controller, Corporate**Takamul Investment Company SAOC –*An investment arm subsidiary of Oman Oil Company*  
Muscat, Oman  
February 2015 – Present

* Responsible for the Document Control processes on Asset Management, Business Development, Corporate Affairs, Legal / Contracts Department as well as for the CEO Office.
* Receiving documents from all our subsidiaries and ongoing industrial projects and directing to the responsible department.
* Setting up a document control management system from scratch for an 8 year old investment company.
* Developed Corporate Document Control Guidelines and Procedures
* Establishment of Corporate Central Library, Folder Structures and File Numbering System for each department.
* Re-formatting Letter, Memo and Minutes of Meeting and Report templates to comply with the file numbering system.
* Involved in re-structuring SharePoint Document Control Setup.
* Scanning of current and previous Project documentations and storing on respective Project Folder Structures.

**Senior Document Controller – (Client Project Team)**Nitrogen Gas Injection ProjectAbu Dhabi Company for Onshore Oil Operations  
June 2014 – February 2015 **(2 Days per Week)**

* + - Distribution of received submittals from Consultant for Client Approval as per the distribution matrix provided.
    - Responsible for issuing signed Client Comments back to the Consultant.
    - Maintaining the filing system for all approved submittals as well as to other documents as per project requirements.

**Senior Document Controller – WorleyParsons, Abu Dhabi**Shell Basra Gas Additional Engineering ProjectJune 2014 – February 2015 **(3 Days per Week)**

* + - Uploading submittals / deliverables to **Livelink.**
    - Generating transmittals for all outbound deliverables for Client Approval.
    - Receiving and Distribution of Client comments to the project team.
    - Squad Check review distribution to the project team.
    - Tracking reviewer’s comments on Squad check for document review closure.
    - Monitoring RFI / Tender Query Register.
    - Monitoring Vendor Technical Offers / Documents registry and control.
    - Generating & distribution of weekly outstanding reports to the team

**Senior Document Controller** *(Assigned)* ***-* (Client Project Team)**

New Port Project Steering Committee / AECOM – Doha, Qatar

New Port Project - November 2013–June 2014

* I was moved to the Client Project Team to lead and supervise the Client Document Control Team.
* Generating project-wide weekly reports.
* Working closely with CPT & PMC Project Managers as well as SRE’s on site for their outstanding closeout issues.
* System training and coordinating Document Controllers of PMC (AECOM), WorleyParsons (Design Consultant) & Contractors.
* Tracking incoming PMC draft letters for CPT Issuance to Authorities, Stakeholders, Consultants & Contractors.

**Document Controller - (Project Management Team)**

AECOM - Doha, Qatar

New Port Project, April 2010–November 2013

* **Meridian Proliance** is used – EDMS.
* Receiving and Distribution of Contractor’s Submittals Like Calculations, Schedules, Material Submittals, Inspection Test Plan, Method Statements, Pre-qualifications, Test Reports, Shop Drawings, Design Drawings etc…
* Proactively coordinating, gathering & collating comments from RE’s, ARE’s, Health & Safety team, QAQC team, Environmental Consultant (COWI) & Engineering Design Consultant Team (WorleyParsons).
* When all comments are intact, it’ll be given to SRE for review and approval prior to forwarding our (PMC) comments back to the Contractor.
* Distribution & Maintaining Shop Drawings & Design Drawings registry and control received from Contractor.
* Distribution & Maintaining Contract Documents and Contract Drawings (IFC) registry and control.
* Distribution & Maintaining Correspondence, RFI & Inspection Request registry and control.
* Maintaining Library Copies registry and control.
* Printing High Resolution Satellite Progress Photos through Adobe Photoshop.
* Distribution of Weekly Outstanding Reports to Senior Resident Engineer, Project Managers.
* Additional works includes printing/compiling of IFC Drawings & specs for all other Packages of the Port Project.
* Setting-Up Site Document Control as per Project Requirements.

**Document Controller - (Client Project Team - Sorouh)**

AECOM – Abu Dhabi, UAE

Lulu Island Development Project– Detailed Master Planning,

June 2009 – April 2010

* Responsible for the Document Control Management for the whole wide project within the Client team & to the

Consultant’s team involved.

* On this position, I managed all the documents input from several Consultants in to the Client Network Folder

Structure and distribute to the Client Team as well as to the Project Coordination Team (AECOM–Abu Dhabi).

* Responsible on filing reports, images, presentations and correspondences on the local project folder structure.
* Solely responsible for the FTP Management (Uploading & downloading).
* Printing reports, drawings, images and presentations from the coordinating Consultants when needed or when requested.
* Updating project database, logging incoming & outgoing correspondences through customized Microsoft Access

Database

* Distribution of newly uploaded / downloaded documents to the coordinating Consultants & to the team (Client).

**Document Controller, (Design Production Team)**

AECOM - Sharjah, UAE

Al Waab Residential & Commercial Town Development Project *(Doha, Qatar Based Project),*

February 2006 – June 2009

* Responsible for the completeness of deliverable submission (ASMEP Package).
* Responsible for the deliverables transmission via FTP/ Courier.
* Responsible for the preparation of transmittals for all outbound documents & deliverables.
* Responsible for the Architectural, Structural, Mechanical & Electrical Drawings Registry & Revision Control.
* Records all incoming & outgoing documents (Both hard & Electronic format)
* Responsible in compiling backup data for all outbound documents.
* Responsible in scanning, downloading and uploading documents/ drawings on the FTP Site.
* Responsible in keeping documents on file accordingly such like key documents, drawings, Bill of Quantities, Pre-Tender Estimates, Specifications, Minutes of Meetings, Agendas, Request for Information, Concept / Schematic Reports and others.
* Monitoring Request for Information, Material Submittals, Drawing Revisions, Method Statements

**MEP Clerk (Procurement)**

Midmac Contracting Company – Doha, Qatar,

August 2003 – December 2005

**Projects Involvement:**

* Design &Construction of Sports City Tower **(2006 Asian Games Tower)**
* The Sports City Project/ Khalifa Stadium Package 3 –801 Project **(2006 Asian Games Venue)**
* The Sports City Project/ Khalifa Landscape Package 1– 802 Project **(2006 Asian Games Venue)**

* My initial duties at the department were filing Invoices, Purchase Order, Supplier’s Quotation, Catalogues and typing and faxing Request for Quotations (RFQ).
* Responsible in receiving & distribution of correspondences &documents
* Responsible for the submission of material submittals, Shop Drawings and for the submission of As-Built Drawings.
* Maintaining registers for the RFI’s, Material Submittals, Drawing Revisions, and Method Statements.
* Responsible in keeping all documents on file accordingly both hard & electronic format.
* In charge for the preparation of Handing over Documents – Operation and Maintenance Manuals as assisted by the Engineers.

**PHILIPPINESEMPLOYMENT  
Bookkeeper, TRUE SERVICE STATION – TOTAL ALABANG,**

Alabang, Muntinlupa City, Philippines, December 2000– February2001

**General Clerk – UNITED LABORATORIES INC.,**

Mandaluyong, Philippines, February 2000 – July 2000

 Receiving, Logging, Filing & Retrieving Invoices, Purchase Orders and Requisition Slips.

**Training/s**

 AdobeProfessional9–September2011

High-Train Computer Learning Center - Doha, Qatar

* Introduction to Project Mail & Documents / Document Management

ACONEX Middle East - Abu Dhabi, United Arab Emirates – December 2009

* Managing Safety in Construction International of Occupation Safety & Health (IOSH)

Safety Solutions UK Ltd. - United Arab Emirates – June 2008

* Annual Fire Safety Seminar

AMA Computer Learning Centre – Philippines, April 2002

* Adobe Photoshop CS2 Training

Overseas Pinoy Professional Photography Society-Dubai, UAE-September2006

**Education**

* Bachelor of Science in Business Administration, October 1999, Emilio Aguinaldo College – Manila, Philippines

**Other Skills**

 Boat Building, Carpentry, Audio Recording, Graphic & Web Designing, Photography and Playing musical instruments

 Driving (with Oman & Philippines Driver’s License)