**JOVANNIE**

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**Objective:**

An employee who possesses strong organization and planning skills to provide exceptional support to the company. Who is multi-skilled and could work in policy formulation, resource allocation, implementation of major company plans and programs. Self-motivated and hard-working, honest and trustworthy and upholds confidentiality.

**Education:**

College : Bachelor of Science in Information Technology

**Job Qualification:**

Excellent Graphical, Analytical IT skills and data encoder. Ability to work in fast paced environment and handle strict deadlines. Quick learner with desire to constantly update the current set of skills.

**Work Experience:**

**Document Controller**

OMIS Contracting Co. L.L.C

Dubai, UAE

February 7, 2015 to present

Duties & Responsibilities:

* Create and maintain tracker for drawing approval process and technical submittals.
* Follow-up with consultants, subcontractors and suppliers about whether the emailed file has been received and notifies them of any delay in response time.
* Record keeping of received and sent letters to the various consultants and other contractors.
* Maintain proper records for all documents/correspondences whether inside and outside the company.
* Removed superseded drawings/technical data and replace with more current data from the site team.
* Coordinate with QA/QC Engineer for maintaining quality documentation so called, Document Register, Material Register & Drawing Register.

**Skills:**

Hardware/Software: Windows operating system (XP, Vista 7); installations & troubleshooting (back-up recovery) Security Software: Anti-virus installation & File repair & recovery. Administration: web surfing & research, web and client base email system, web messaging. Microsoft office: MS Word, MS Excel, MD Power point, MS Outlook & MS Paint.

**Personal Details:**

Date of Birth : May 29, 1988

Age : 28 years old

Height : 5’7”

Weight : 75 kls.

Civil Status : Single

Gender : Male

Nationality : Filipino