MARIA

MARIA.359581@2freemail.com

**Qualifications:**

* BSc Major in Accounting
* Passed Association for Project Management (APMP) Qualification
* Aconex Certified Specialist in Administration (ACS)
* Aconex Certified Associate (ACA)
* Aconex Certified Professional (ACP)
* Completed Basic First Aid & Fire Warden Training Course
* U.A.E. Driving License

**Summary**

I have over 16 years of broad experience in Document Control, Administration and Commercial Support gained from a range of construction projects, in Dubai, Abu Dhabi and Qatar. I have demonstrated a high degree of initiative and developed the necessary skills to benefit organisations with effective results. Examples of my initiatives include developing ‘Document Control Procedures’ as well as ‘Support to Tendering through to Award Procedures’.

I was employed as a Senior Document Controller for Arcadis-EC Harris International, where I worked since 2006.

**Employment History:**

**Arcadis - EC Harris International Ltd., 2006 to March 2017.**

**Senior Document Controller**

My most recent project was the **City Centre Al Zahia** (Sharjah) project where, I set up the procedures and electronic filing structure for document control. In addition, I was the project administrator of Aconex and involved in the development of Aconex policies.

I was actively involved in the procurement of the early works packages and the main contractor.

In addition, I was head office based assisting on a range of projects. Further to being a document controller, I have also learnt how to interpret drawings as well as the basic taking off of quantities using CAD measure. I have been assisting senior quantity surveyors for the Dubai Creek Harbour project.

Other previous projects:

**First Gulf Bank Office Building** (HQ), Al Qurm, Abu Dhabi (August 2014 to February 2015) - I wasassigned to the construction as Senior Document Controller. The building is the headquarters for the First Gulf Bank which consists of two basement levels, ground floor, mezzanine and 7 office floors.

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*Curriculum Vitae - Maria Teresa Bonga (Continued)*

**Hazza Bin Zayed Stadium** – Phase 2: Mixed Use Development.

Al Ain, Abu Dhabi, U.A.E. May – July 2014.

This was a Special Assignment where my main focus was to compile the Contract documents for the Phase II project, as per the following procedures.

* Trace all documents that have been issued to the appointed Main Contractor using online collaboration system (Aconex).
* Trace all documents which already closed-out by design consultant.
* Reconcile contract drawings what were issued against the design consultant register.
* Print and compiled according to transmittal references.
* Introduce to the Client the methodology of contract document compilation by developing a ‘Contract Document Index’.
* Supervising the finalization of the contracts (indexing, stamping and signing for all parties).
* Established an electronic structure for the contract documents for easy reference.

**The Galleria Mall at Sowwah Square, Al Maryah Island**

Abu Dhabi – (Client: Mubadala). February – April 2014.

Senior Document Controller/Support to Commercial Manager. I managed the Applications for Payment from all Specialist Consultants engaged within the project, including tracking of authorised and pending variations.

During my own spare time, I used my experience to develop a document management system and techniques to be applied in accordance with various project requirements. This included developing a document procedures manual for EC Harris which is now used by all Document Controllers within the region.

**2022 FIFA World Cup Programme.**

Doha, Qatar. April 2012 – January 2014.

**Senior Document Controller for the Programme Management Consultancy (PMC).**

I was the only Document Controller selected from EC Harris to join the PMC team on this multi-billion US Dollar, high profile, Programme of work in Qatar. I was integrated with other professionals from CH2M Hill and I had a significant interface directly with the Client. I gained an in-depth knowledge of procurement activities for a wide range of professional services. I was responsible for the procurement activities on a number of Stadiums and other sub-projects within the programme, including managing all correspondence of which most of the documents are highly sensitive and confidential. I established and managed the procurement activity tracking schedule, ensuring that it is fully updated and regularly issued to the Client and relevant stakeholders.

I facilitated a number of pre-tender and post-tender meetings and presentations.

I also obtained a broad experience of Electronic Document Record and Management (EDRMS) systems. The Client had decided to utilize SharePoint as an interim EDRMS, until the Programme rolled out Laserfiche as the permanent EDRMS. This system facilitates and organizes the receipt, distribution, filing, tracking and archiving of all relevant documents for the Programme.

My other responsibilities included the supervision and support the day to day activities relating to incoming and outgoing of documents by using MS Outlook. Electronic distribution was being practiced throughout the Programme.

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*Curriculum Vitae - Maria Teresa Bonga (Continued)*

Prior to my transfer to Qatar, I worked on a variety of interesting projects in the UAE, including: **Burjeel Hospital Project** - Document Controller (Feb 2010 – Mar 2012)

**Khalidiya Palace Rotana Hotel & Residences, Abu Dhabi** - Document Controller (Sep 2006 –Jan 2010)

**Al Reem Tower, Abu Dhabi** - Document Controller (2007)

**Al Sahel Towers, Abu Dhabi** - Document Controller (2007)

**Al Mushrif Gardens, Abu Dhabi** - Document Controller (2007)

I have also been engaged with projects of the Private Department of Sheikh Mohammed Bin Khalid Al Nahyan and Lifeline Hospital. The largest project of which has a total value of AED 750M.

**My key roles and responsibilities on the above can be summarized as below:**

* Facilitating the Interior Design procurement process in preparation for the next phase of the project.
* Established summary schedules of all documents for easy referencing and tracking. Help in preparation of relevant reports, e.g. Executive Management and Cost Reports. Extend support to Commercial Manager in preparation of the Main Contractor monthly evaluation and subcontractor’s invoices. Maintain database and update RFC’s and variations orders during the course of the project.
* Input into to weekly dashboard report by coordinating to submit KPI’s, weekly progress photos, update the commercial section and decision/actions required from the Client.
* Prepare transmittal letter/documentation for all of the material submittals, shop drawings submittals and sample boards for Client signed-off/approvals.
* Assist in the preparation of the reports, application of payments and other deliverables that require Client’s approval.
* Track and record consultant invoices by maintaining a payment register.
* Track and record variation orders for main contractor and consultants by maintaining a register.
* Prepare a payment certificates and recommendation letters for various consultant invoices.
* Responsible for running the day to day office activities and to ensure the office equipment is working effectively.
* Arrange meetings for managers, set up conference rooms and presentations if necessary.
* Attend telephone calls (incoming and outgoing), taking notes of importance messages for all personnel.
* Received documents (hardcopies delivered to office, faxes and emails) and process according to standard document management system.
* Attend material procurement meeting as necessary, to track and record material approvals to be reported to the Client.
* Prepare routine memorandum/letter reply to be approved by Project Manager.

Previous Employer:

Al Hamed Development & Construction, 2000 - 2006

Secretary/Receptionist/Document Controller.

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