

 **MYRA**

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**POSITION APPLYING FOR:** QA/QC Administrator/Document Controller/Secretary

**CAREER OBJECTIVES:**

To establish a career in a firm that will provide opportunities for advancement, avenues for integration and to apply my acquired knowledge and skills with emphasis on related practices.

**EDUCATIONAL BACKGROUND:**

**Tertiary:** Bachelor of Science in Business Administration

Major in Computer Science – (1999-2003)

San Sebastian College, Cavite City, Philippines

**Secondary:**  Tanza, National Comprehensive High School – (1995-1999)

Cavite, Philippines

**Primary:** Julugan Elementary School – (1990-1995) Cavite, Philippines

**CAREER HIGHLIGHTS:**

**Key Role:**

Assist in maintaining and developing Quality Management System and Document Control System and provide adequate support.

* **Document Control and Distribution:** Receive and checks all incoming correspondence and technical documents. Log incoming documents to ensure that relevant documents are received and copies of documents / certificates are held. Examine documents, drawings, change orders and specifications to verify completeness and accuracy of data and ensure no number duplication by marinating log registers.
* **Facilitation:** Confers with document originators or engineering personnel to resolve discrepancies and complies required changes with documents.
* **Coordination:** Prepare reports and follow up any pending documents that require approval /comments from relevant parties.
* **Filing / Archiving:** Maintain and update database and filing system (manual and electronic). Ensures all documents are archived properly. Request reproduction of documents. Understand and ensure confidentiality of the information.
* **Employees Development:** Demonstrated commitment to improve skills and knowledge of subordinates and self. Share and implement work-related knowledge and skills.

**WORK EXPERIENCES:**

**Position:** Quality Assurance/ Quality Control & Document Control Administrator

**Company Name:** Saif Bin Darwish Civil Engineering Contractors

**Company Location:** Sector MW3 Plot 20 Street 7 Mussafah Industrial Area

Abu Dhabi, United Arab Emirates

**Inclusive Date:** Dec 2015 to Present

**Job Description:**

* Systems: Assist in preparation of corporate and specific manuals, procedures, forms, flowcharts, and work instructions within the company. Ensure quality aspects of the company are in lined with the requirement and regulations.
* Audits: Assist in undertaking the overall preparation towards the accreditation, Inspections, internal audits, and the close out of corrective and preventative actions, where required.
* Training: Assist in training awareness of QAQC Engineers and employees on the Quality. Management System. Assist the QAQC Engineers in preparing training videos.
* Support: Develop and maintain effective communication and working relationship with all the managers and employees by responding to all QA/QC related enquires to clarify and resolve problems.
* Quality Control: Provide support in resolving issues through coordination and follow up requests by the QA/ QC Engineers.
* Employees Development: Demonstrated commitment to improve skills and knowledge of subordinates and self. Share and implement work-related knowledge and skills.

**Position:** ARCHIVE CONTROLLER /DOCUMENT CONTROLLER

 QAQC SECRETARY in HEAD OFFICE

**Company Name:** Saif Bin Darwish Civil Engineering Contractors

**Company Location:** Sector MW3 Plot 20 Street 7 Mussafah Industrial Area

 Abu Dhabi, United Arab Emirates

**Inclusive Date:** August 2014 to Dec 2015

**Job Description:**

* Maintain schedule and event calendars for manager. Coordinate conferences and meetings and may take minutes if necessary or as per request.
* Prepare and manage correspondence, reports and documents. Assist in preparing policy manual and standardization of all forms as per quality standard. Answer telephone and give information to callers, take messages, or transfer calls to appropriate individuals. Receives items for the manager (e.g. mail, messages, application packets, packages, supplies, etc.) for the purpose of ensuring receipt and delivery.
* Monitors movement of all incoming and outgoing documents to and from the department. Compile, request, copy, sort and file record. Maintains confidentiality of the information. Update CV of employees and makes sure that all conforms to the standard format.
* Handles all online requests as per responsibility using ORACLE (Like purchase requisition, prepaid card request, monthly attendance report, applications for leave of absences like annual, sick, unpaid and short leave). Orders and maintains stationery and equipment supplies. Handles inventory management ensuring the availability of office supplies.
* Maintain, update and input building management data in softcopy form in the system.
* Coordinates training. Provide administrative support to the department, if and when required, in discussion with the manager. Serve as liaison between employees and the manager.
* Creates employees ID cards, forms and certificates.
* Assists in giving the Employee Development Plan (EDP) assessment to employees.
* Coordinates and communicate to outside office people for media advertisements and company sponsorship.
* Ensures proper housekeeping is being maintained in the manager’s office.
* Responsible for making draft Inter-Office Memorandum or any outgoing letters.
* Assist manager in analyzing important data. Preparing tenders and pre-qualifications.
* Update site personnel of upcoming internal and external audits and update audit schedule as per manager’s instructions.
* Management of all IT requests (making ticket) and follow-ups for any requested service from IT using Oracle.
* Assist in the maintenance of Quality Management and provide adequate QA support for the company to retain and meet the long-term growth objectives of the group.
* Ensures to update 201 files of e employees, tender/pre-qualification register, leave summary and correspondence register.
* Demonstrated commitment to improve and upgrade skills and knowledge. Attends meetings, workshops and seminars for the purpose of gathering information required to perform functions.

**Position:** DOCUMENT CONTROLLER / SITE OFFICE

**Company Name:** Saif Bin Darwish Civil Engineering Contractors

**Project Name:** Shaheen Refinery Site Bulk Earthworks

**Project Location:** EMAL Al Taweelah, Abu Dhabi, United Arab Emirates

**Client Name:** EMAL - Emirates Aluminum Company Limited

**Consultant Name:** Bechtel Petrofac Joint Venture

**Inclusive Date:** April 2013 to August 2014

**Job Description:**

* Base on the Quality Policy “ISO 9001:2008”.
* Reports to the Project Manager.
* Ensure that all controlled Quality documents related to the Project are maintained to the latest issue, and that these documents are made available at all locations where operations essential to the effective functioning of the Quality Management System are performed.
* Verify that only the last revision drawings, submittals, etc. are distributed to all locations and involved parties concerned including sub-contractors.
* Ensure that all obsolete documents shall be withdrawn and stamped ‘Superseded’ if retained for record purposes.
* Maintain project drawing/documents distribution record.
* Control & maintain the system for issuance recording / filing, tracking, Retrieval of documents like procedures, plans, QA/QC records, Specifications, drawings and related documents.
* Responsibilities include record keeping, all documents such as specification procedures, inspection schedule and records, surveillance report, inspection release notice and quality records book with numbering system according to project filing procedure. Handling of all engineering documents. Controlling all records and sub-contractors documents.
* Maintaining all correspondence and other transmittals from the Clients and other contractor / suppliers / application box etc. in a systematic way to facilitate an easy reference at all time.
* Submitting technical documents for review and approval.
* Well aware of all types of quality documents like ITP, Checklist, RFI, method statements, Non-conformance report, Technical queries, Inspection assignment package, Disposition Report, Material Request, Technical Approval Request, Hydro test packages and other miscellaneous project contract documents.
* Preparing and update of various logs and registers.
* Coordinate all activities related to the Document Control procedure, including technical document such a Drawings, Material Submittals, Method Statement, RFI’s and Commercial Correspondence.
* Input document date into the standard registers, ensuring that the information is accurate and up to date.
* Generate the various document control report as required by the Engineer’s and Manager’s.
* Typing of site documents, and follows up of all the site needs.
* Make sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable.
* Maintain the documents and drawings in the Document Control office under safe custody without any damage deterioration with easy traceability.
* Maintain the files and control logs as required by the project.
* Ensure that the latest revision and approval status of Technical Document are keep updated continuously.
* Preparation of transmittal Forms for the outgoing documents.
* Other responsibilities assigned by Manager from time to time.

**Position:** ARCHIVE CONTROLLER / HEAD OFFICE

**Company Name:** Saif Bin Darwish Civil Engineering Contractors

**Company Location:** Sector MW3 Plot 20 Street 7 Mussafa Industrial Area

Abu Dhabi, United Arab Emirates

**Inclusive Date:** February 2012 to March 2013

**Job Description:**

* Responsible for performing edits on documents before submitting them for approval in order to prevent specific forms of company documentation from being disqualified.
* Checking the documents for typographical errors, misinformation, spelling and punctuation errors that will result in a document's disqualification.
* To ensure that all documents are submitted to their pre designated departments before the required submission date expires, a document controller must prepare these documents in a timely manner
* Responsible for checking all the internal documents and documents archiving of the Head Office.
* Assigning for Unique File Reference number and Creating standard labels
* Uploading the Data in Oracle using the Data Load software
* Responsible for Master File Collection/Central Filing Room
* Physical Filing and Retrieving the Documents
* Creating or Updating the Active List (MasterFile)
* Collection of Method Statement and Make a Report Daily and Weekly
* Site Visit/Audit –Physical Filing.

**Position:** RECEPTIONIST HEAD OFFICE

**Company Name:** Saif Bin Darwish

**Main Office Location:** Sector MW3 Plot 20 Street 7, Mussafah Industrial Area

Abu Dhabi, UAE

**Inclusive Date:** May 2011 to January 2012

**Job Description:**

* Answer telephone, screen and direct calls and Route calls to specific people
* Operate Switchboard and Provide information to caller
* Take and relay messages
* Greet visitors warmly and make sure they are comfortable
* Issue access card it depends from which Department they are going to meet
* Direct persons to correct destination
* Deal with queries from the public and customers
* Ensures knowledge of staff movements in and out of organization
* Monthly arrange all outgoing International Call and check in the Call register as per Accounts Department
* Always update the directory from the company
* Contributes to team effort by accomplishing related result as needed
* Maintain security by following procedures and monitoring logbook
* Receive all invoices from the supplier, Receive and sort mail and deliveries
* General administrative and clerical support
* Schedule appointments and maintain appointment diary either manually or electronically
* Tidy and maintain the reception area.

**Position:** RECEPTIONIST

**Company Name:** FENTI GULF COURSE

**Main Office Location:** Khartoum, Sudan

**Inclusive Date:** September 2009 to August 2010

**Job Description:**

* Meet and greets all customers in a warm, friendly and professional manner in accordance with all facility policies and procedures.
* Received, direct and relay telephone messages and fax messages.
* To take proper inquiries and reservations with courtesy inside of the golf course.
* Responsible for tracking and reporting the need for supplies necessary for day to day operations of their given areas.
* Knows how to handle basic customer complaints.
* Direct the general public to the appropriate staff member
* Maintain the general filing system and file all correspondence.
* Make preparations for council and committee meetings.
* Maintain an adequate inventory of office supplies.
* Provide word-processing and secretarial support.
* Type formal documents on a word processing system.



**Certifications:**

* Available upon request