Gene

[Gene.364976@2freemail.com](mailto:Gene.364976@2freemail.com)

**Position Applied for: Document Controller**

**PERSONAL INFORMATION:**

Date of Birth : January 23, 1985

Place of Birth : Valencia, Bukidnon

Marital Status : Married

Current Address : Abu Dhabi - UAE

Height : 5’3

Weight : 50 kls.

**Summary:**

13 years of working experience as document control and administrative job in different EPC projects in Oil and Gas refineries in Kuwait like KOC, KNPC and EQUATE. Understand drawings in discipline of Electrical, Instrumentation, Mechanical and Civil, like layouts, plan, section and details, P&ID, diagram, structural and architectural etc. In addition, I have experienced working in QA / QC and Engineering Department. Firmly know in Quality Management System and Standard Procedures (ISO).

**Experience:**

1. Project : Barakah Nuclear Power Plant – APR 1400 (BNPP)

Barakah Abu Dhabi - UAE

Client : Emirates Nuclear Energy Corporation (ENEC)

Inclusive Date : December 19, 2016 up to present

Designation : Document Controller

1. : Multi Projects GPM

Mina Abdullah Office - Honeywell

Company : Honeywell Process Solution

Inclusive Date : November 25, 2014 to November 25, 2016

Designation : Document Control Specialist – GPM

Projects :

1. Upgrading of Existing Control System in FUP – CCR with associated accessories at FUP areas in MAA Ref. – KNPC
2. Telemetry, Instrumentation & Control Works at Jaber Al-Ahmed City Water Tower
3. POIS Alternate Software Solution – KOC
4. New Booster Station BS-132 & Enhancement to BS-131 at North Kuwait – KOC
5. FCC, SWT, CT of CFP at MAA Refinery – KNPC
6. Bulk Handling Facilities for Production Chemicals in SEK, WK & NK Areas – KOC
7. Installation of Multipoint Smokeless High Pressure Flare at 14 Gathering Center – KOC
8. Replacement of HIC Affected Non-NACE Separators & Gas Scrubbers at SEK GC-09, 10, 20 and 22 – KOC
9. Upgrading of DCS – Kuwait Institute of Scientific & Research
10. Hook Up of KNPC Tank Farm ROV’s to Existing Control Rooms at MAA Refinery – KNPC
11. EPC of Flare Gas Recovery Facilities in Unit 49 MAB Refinery – KNPC
12. New Flow Metering System Interface to existing Honeywell DCS – KNPC
13. Project : Civil works for Clean Fuel Project at MAA & MAB

Mina Al Ahmadi, Kuwait

Client : Kuwait National Petroleum Company (KNPC)

Inclusive Date : January 14, 2014 to November 24, 2014

Designation : Sr. Document Controller

1. Project : New Booster Station BS – 171 ( Civil works )

Minagesh, West Kuwait

Client : Kuwait Oil Company ( KOC )

Inclusive Date : January 12, 2011 to January 13, 2014

Designation : Sr. Document Controller

1. Project : Replacement of Existing Oily and Effluent Water

Lines with RTRP at GC-23 & GC-25 ( Mechanical )

Abdaly, North Kuwait

Client : Kuwait Oil Company ( KOC )

Inclusive Date : March 22, 2009 to January 10, 2011

Designation : Site Administrator / Document Control

1. Project : Replacement of 9 Crude Oil Filling Lines ( E & I )

Burgan Ahmadi, Kuwait

Client : Kuwait Oil Company ( KOC )

Inclusive Date : Oct. 22, 2008 to March 20, 2009

Designation : Document Controller QA / QC

1. Project : OL2K ETHYLENE PROJECT ( E & I )

Shuaiba Equate, Kuwait

Client : EQUATE Petrochemical Company

Inclusive Date : July 3, 2008 to Oct. 20, 2008

Designation : Document Controller

1. Project : Petroleum Coke Calcinations Plant ( E & I )

Shuaiba Industrial Area, Kuwait

Client : Kuwait National Petroleum Company (KNPC)

Inclusive Date : February 25, 2007 to June 31, 2008

Designation : QA/QC Assistant / Document Control

1. Company : PETRON Company

Iligan City, Philippines

Inclusive Date : June 12, 2003 to November 18, 2006

Designation : Data Encoder / Document Control

**Duties and Responsibilities**

* Coordinate all activities related to the Document Control procedure, including technical documents, drawings, and correspondences (ex. RFC, SI, FDCN, TQ, MOM, letters, inter office memo and transmittals).
* Accountable for the correct control and distribution of information to and from clients, contractors and operations.
* Identifies and recommends more reliable and efficient methods of distribution, controlling, monitoring, archiving and reporting.
* Manages project documentation, including documentation coming from the Engineering Team, Clients, Contractors, Procurement and Vendors.
* Be instrumental in the close out of relevant project information and of technology transfer to the asset owner as identified by the Project Deliverables Register and as defined by the standards and procedures of the Company.
* Makes sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable
* Maintain updated records of all approved documents and drawings and their distribution clearly
* Monitoring, Logging, Tracking, Archiving and Maintain files and control logs as required by the project.
* Receiving documents / drawings transmittal.
* Distribution of latest approved documents and drawings to the appropriate staff, subcontractors and supplier as applicable.
* Stamping of documents and drawings as per company procedures.
* Typing and maintaining update records of all approved documents and drawings in the Document / Drawing Register and collecting the old revisions then devastate.
* Preparing documents / drawing transmittal and submit to the client.
* Preparing forms as per project specific requirements.
* Preparing documents and drawing status reports and submit to the project manager in timely basis.
* Planning, organize and supporting administrative work in the project.
* Monitoring the site work progress activities.
* Maintaining file labels in orderly manner.
* Scanning of documents and drawings for creation of ( CD / DVD ) as pdf. files for a backup.
* Filing and archiving of all project documents.
* Uploading / downloading documents to the share point and servers.
* Maintaining all documents and drawings under safe custody without any damage or deterioration with easy traceability.

**Other responsibilities**

* Making red mark-up / as built drawings.
* Review and check the details of drawings before submission.
* Preparing documents and drawing numbering system if applicable.
* Coordinate to contractor for clarification and modification of design drawings.
* Preparing the followings **:**
  + - * + Time Sheets
        + Petty Cash re-imbursement
        + Material Purchase Order
        + Daily Progress Report
        + Inspection Notification / Checklist / RFI / FDT / Reports
        + Permit to Work (PTW)

**Education:**

* Computer Diploma ( 2013 )

Penn Foster International - ICS

* Computer Technology ( 2003 )

Salvador Trade School – TESDA

* General Electronics ( 2000 )

North Central Mindanao College

**Seminars / Trainings:**

* Six Sigma Fundamentals Honeywell
* Six Sigma Green Belt Core Honeywell
* Document Control Records and Management Honeywell
* Leadership Standardized Work (LSW) Honeywell
* Quality Management System ( ISO ) HEISCO
* Document Control Awareness Gulf Dredging Co.
* Document Control and System Awareness IMCO Engineering Co.

**Experience Certificates:**

* Sr. Document Controller Saipem Co. Minagesh ,West Kwt
* Site Administrator IMCO Engineering Co. Ahmadi, Kuwait
* QA / QC Assistant Human and Technologies Co. Shuaiba ,Kuwait
* QA / QC Document Controller Technip Italy S.p.a Equate, Shuaiba, Kwt
* QA / QC Document Controller Daelim Industrial Company Burgan Ahmadi, Kwt.
* Document Controller Gulf Dredging Co. Shuwaikh, Kuwait
* Document Controller Honeywell Kuwait Co. MAB, Kuwait

**Additional Training Certificates:**

1. KAIZEN 10. Certification Deliverable
2. Quality Management System 11. SharePoint Training
3. Communication and Effective Doc. Mngt. 12. Document and Record Control
4. Records Management 13. Communication and Records Management
5. Equipment Documentation System (EDS) 14. Code of Business Conduct
6. Rapid Problem Solving 15. ACONEX (Online Certifications)
7. SHV Document Management 16. Pragnya Meter (Online Certifications)
8. Presentation Skills 17. ALISON (Online Certifications)
9. Standardized Work 18. ( Upon request many to mention )

**Skills and Knowledge:**

* Computer Literate, MS Office, Outlook, AutoCAD, SharePoint, EDMS or DCRM Tool, Local Servers, Internet surfing, installation of software, LAN networking, troubleshooting hardware and computer set up.

**Abilities:**

Efficient in office works with excellent typing skills, fast learner, team player, minimum supervision, good in oral and written communication, flexible and hardworking, organized, resourceful, honest and willing to learn and invest time and effort to accomplish assigned task.

**References:**

* Upon request