**Curriculum Vitae**

**Ryan**

**Email:** **ryan.369887@2freemail.com**

**Key qualifications:**

Over 4 years total experience in field of document and material management for Barakah Nuclear Power Plant Project in Abu Dhabi, UAE. I have a wide exposure on DOCUMENT CONTROL, Warehousing, Inventory of Stock, Data Entry, and Field Material Computer System with extensive experience covered all known on material areas, such as receipt, quarantine, inspection, material identification, issue, stock control, storage and packing, preservation of materials, audits and procedures.

**SKILLS AND ABILITIES:**

* Proficient in Windows 7, 8 , XP, Vista (OS)
* Proficient in Microsoft Office 2007/2010
* AutoCAD
* Database
* Adobe Photoshop CS4
* Good Communication Skills
* Composed, level-headed and delivers under pressure
* Confidentiality, tact and discretion when dealing with people
* Ability to work well with others at varying organizational levels

**EDUCATION:**

**Diploma in Computer Engineering Technology**

Iligan Computer Institute - Philippines 2009 to 2011

**RELEVANT EXPERIENCE:**

**Material Controller**

Jonghap Electrical and Mechanical Construction Ltd. - Baraka Nuclear Power Plant, Abu Dhabi Project November 13, 2016 – Present

* Receive and inspect all incoming materials and reconciles with purchase order, process and distributes documents, report. Track any damages and discrepancies on order received.
* Ships canceled and damage item back to vendors appropriate.
* Input incoming material to Material Inventory Registry and assures that all supporting documents are provided by the supplier.
* Monitoring the quantities available on stock delivered (to whom and when).
* Maintain warehouse, records area and stores area in neat and orderly manners.
* Prepare Monthly and Weekly Inventory Report and to collect the information needed.
* Perform other related duties assign by supervisor.

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**Document Controller**

Al Reem International Construction LLC – Long Term Care Rehabilitation Hospital

February 02, 2016 – May 05, 2016

* Manage & Maintain a Document Control System.
* Responsible to all incoming/outgoing documents.
* Responsible for the document retention, retrieval and filing.
* Ensure all documents are up to date within hard copy and electronic filing system.
* Prepares register and report on documents, drawings, correspondence, QC (RFI, NCR, Inspection Request, Certificate & etc.)
* Coordinate with Managers and Engineers on documentation control.
* Distributing controlled copies of information.
* Preparing Documents (Method Statement, Material Submittal, Design Report & etc.), Drawings for filing/submission
* Review & verify documents, drawings & correspondence to ensure completeness, accuracy & consistency.
* Preparing transmittal for documents, drawings & correspondence.
* Compile monthly report for all main areas on information received from Managers and Engineers
* Performed other related duties assign by supervisor.

**Material / Document Controller**

Hyundai Engineering and Construction - Baraka Nuclear Power Plant, Abu Dhabi Project May 11, 2012 – November 26, 2015

* Coordinate all activities related to the Document Control procedure, including technical documents, drawings, and commercial correspondence.
* Input document data into the standard registers ensuring that the information is accurate and up to date.
* Generate the various document control reports as required.
* Typing of site documents, and follow up of all the site needs
* 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
* Maintain the documents and drawings in the Document Control office under safe custody without any damage or deterioration with easy traceability.
* Prepare POR (Purchase Order Request) from our system NCIS.
* Received and inspect all incoming materials and reconciles with purchase order, process and distributes documents, report. Track any damages and discrepancies on order received.
* Ships canceled and damage item back to vendors appropriate.
* Input incoming material to system (NCIS) Nuclear Power Plant Construction Information System and assures that all supporting documents are provided by the Subcontractors’ person in-charge and issue the Daily Receiving Report, so the ME can find out the material status easily.
* Monitoring the quantities available on stock delivered (to whom and when).
* Maintain warehouse, records area and stores area in neat and orderly manners.
* Prepare Monthly and Weekly Inventory Report and to collect the information needed.
* Updating and arranging Daily Request for Inspection in NCIS everyday submit to our main contractor (KEPCO) for inspection.
* Update and coordinate QA/QC HSJV and KEPCO inspector to inspect the materials.
* Performed other related duties assign by supervisor

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**Curriculum Vitae**

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**Office Assistant**

Selecta Food Company - Philippines

June 2011 to March 2012

* Encode data or information using MS word / task.
* Forwards information by receiving and distributing communications; collecting and mailing correspondence; copying information.
* Maintains supplies by checking stock to determine inventory levels; anticipating requirements; placing and expediting orders; verifying receipt; stocking items; delivering supplies to work stations.
* Maintain office schedule by picking-up and delivering items using automobile.
* Serves customers by backing-up receptionist; answering questions; forwarding messages; confirming customer orders; keeping customers informed of order status.

**Admin Office Assistant**

Iligan Computer Institute – Philippines

July 2010 to January 2011

* Encode data or information using MS word / task.
* Get all information of the students and filling (letters, reports, memos etc..)
* Organizes and accurately maintains filing system of confidential information.
* Coordinate activities with other executive to ensure timely completion.
* Receives, analyze and reports on periodic expenditure.

**ADDITIONAL INFORMATION**

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| **Civil Status** | **:** | Married |
| **Date of Birth** | **:** | April 09, 1988 |
| **Height/ Weight** | **:** | 173cm/75 kilos |
| **Religion** | **:** | Catholic |
| **Nationality** | **:** | Filipino |

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

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