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| **Leopoldo**  [**Leopoldo.371129@2freemail.com**](mailto:Leopoldo.371129@2freemail.com) |

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| Seeking for a challenging & suitable position where I can use my talents, knowledge and experience to an ambitious company that offers opportunities for career development and advancement. | **OBJECTIVE** |

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| A skilled professional with more than six (6) years of experience as Document Controller in some part of GCC such as UAE, KSA & Qatar. I have profound knowledge in documentation & file management system and had proven the ability to establish and maintain an effective documentation both in paper and electronic data management system. With extensive experience in filing, archiving and handover of documents upon completion of the project. Apart from it my 18 years of local experience in payroll and benefit administration. | **QUALIFICATION PROFILE** |

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| Computer literate & extensive knowledge of operating computer system like Microsoft Office (Excel, Word, Access), Power Point, Adobe and Foxpro data base. Others are business software such as SAP-HRIS, SAP-FICO, BAAN System, Primavera and Various Payroll Systems. | **TECHNICAL SKILLS AND**  **EXPERTISE** |

**WORL EXPERIENCE – GULF COUNTRIES**

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| **Dubai, UAE** | **Riyadh, KSA** | **Doha, Qatar** |
| **TECHNICAL ARCHITECT CONTRACTING**  29th Floor, Concorde Tower, Media City,P.O. Box 212016, Dubai, UAE  **Project : Main Contractor - Construction of 29 Buildings (G+4F) - The Polo Residence at Meydan**  Location : Al Nad Sheba 1, Meydan,  Dubai, UAE  Designation : **Sr. Document**  **Controller**  Date Joined : Mar. 28, 2015 –Present | **CONTRACTING & CONSTRUCTION ENTERPRISES LIMITED (CCE)**  P.O. Box 250991, Riyadh 11391, K.S.A.  **Project : Main Contractor - Construction of ITCC Data Center Complex (B+G+4F)**  Location : Riyadh, KSA  Designation : **Document Controller**  Date Joined : Nov.14, 2012 –  Nov.16, 2014 | **BOOM GENERAL CONTRACTORS**  P.O. Box 22145, Doha, Qatar  **Project : Main Contractor – Refurbishment and Renovation of Old Al-Khor Park Into a High-End Theme Park**  Location : Al-Khor, Qatar  Designation **: Document**  **Controller**  Date Joined : June 29, 2010 –  August 16, 2012 |

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| **JOB ROLES & RESPONSIBILITIES :** |
| * Takes charge and supervises for the over-all control of incoming & outgoing of project documents such as correspondences, shop drawings & as-built drawings, materials submittal, documents submittal (DCS), Technical Queries (TQ’s), Contracts, Guarantees, Tender Documents & Drawings, Permits & Certifications, PO/PR/LPR & Invoices and others. * Supervises and assists my team for the day-to-day works such as preparation of document submittals, checking all the documents for transmittal to client & consultant, incoming & outgoing correspondences, follow-ups of documents with important deadlines to some departments, receiving & distributing of documents, updating of monitoring logs, filing, encoding, consolidation of daily/weekly/monthly reports and others. * Supervises and assists my team for the day-to-day works assigned in QA/QC documentation works such as preparation, submission & approval/commented from consultant of inspection request (IR), material inspection request (MIR) and other related site works submittal. * Check & monitor the status updates of all submittal from consultant and ensures that submittals are due on-time and approval are within the time frame as per contract agreement. * Assists & monitor all the commented submittals are properly received, scanned, updated in system and distributed & disseminated to all concerned/respective persons for information purposes. Ensures that all submittal revisions are properly submitted & complied. * Assists & provides all the necessary documents requested and asked by the concerned persons that needed in the site such as approved shop drawings, approved materials and others. Monitor all the communications in emails and ensure that it will be documented & disseminated properly to the concerned person. * Check & monitor all the documents are properly uploaded to the systems and can access by the concerned persons. I am the solely allowed to edit, replace and remove data from the FTP server for protection and authenticity purposes. * Observe the proper filing, archiving of documents and ensure the safety & confidentiality of all documents. * Perform other function of duties that may done from time to time as per requested by my immediate superior. |

**LOCAL WORK EXPERIENCE – PHILIPPINES**

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| **CYPRESS SEMICONDUCTOR -REGIONAL OFFICE & HEAD QUARTERS (RO-HQ)**  Nature of Business **: Electronics & Semiconductor**  **Company with Plant Site at Cavite, Phils. and U.S.A.**  Address / Location **: 2nd Floor, Net One Center Bldg., 26th St., Corner 3rd Ave., The Fort Global City, Taguig City, Metro Manila, Phils.**  Designation  **:** **Sr. Payroll Accountant**  Date Joined **:** **Dec. 14, 2009 – Mar. 25, 2010** (3 months) | **INTEGRATED MICRO-ELECTRONICS, INC. (IMI)**  Nature of Business **:** **Electronics Manufacturing Services (EMS) Provider Company**  Address / Location **: North Science Ave., Special Export Processsing Zone (SEPZ), Laguna Techno Park, Biñan, Laguna, Phils.**  Designation  **:** **Payroll Supervisor**  Date Joined **:** **Nov.17,1997 - Jun.04, 2009** (11 years & 7  months) |
| **INNODATA PHILIPPINES, INC.**  Address / Location **: #2900 Faraday St., Corner South Super Highway, Makati City**  Designation **:** **Payroll Assistant**  Date Joined **: May 1997 - Nov. 15, 1997** (6 months) | **CERAMIC CREATIONS, INC.**  Nature of Business **:**  **Manufacturing of Decorative Porcelain Figurines & Kitchen Wares**  Address / Location **: 4th Ave., Sta. Maria Drive, Bo. Bagumbayan, Taguig City, Metro Manila**  Designation **:**  **Payroll Asst./Cashier**  Date Joined **:** **June 1991 – April 1997** (5 years & 10 mos.) |

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| **PERSONAL DATA** | | | | | |
| Birthdate | : | March 06, 1969 | Height | : | 5’6” |
| Birthplace | : | Polangui, Albay, Philippines | Weight | : | 165 kgs. |
| Sex | : | Male | Religion | : | Roman CaAtholic |
| Civil Status | : | Married | Nationality | : | Filipino |
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| Bicol University Legaspi City, Philippines  **BACHELOR OF ARTS IN ECONOMICS** |  |