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| **Rogelio****Rogelio.372441@2freemail.com****Position Applying for: Document Controller****Current Location:** Abu Dhabi**Profile Summary:** Self-motivated and dedicated experienced employee as document controller with knowledge of filing documents, enriched with proficient computer skills. |

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| **WORK EXPERIENCE** |
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|  | Position:  | **Document Controller** |
| Duration:  | September 15, 2013 – August 21, 2017 |
| Company:Project:  | ANEL Emirates General Contracting LLCAbu Dhabi International Airport – Midfield Terminal Building |
| Company Industry:  | Construction / Building / Engineering |
| Location  | Abu Dhabi |
| Country  | United Arab Emirates |
| Department:  | QA/QC Department |
| Job Description:  | * Direct reporting to QA/QC Manager.
* Coordinate all activities related to the Document Control procedure, including technical documents, drawings, and commercial correspondence.
* Controls issuance of document numbers, including maintenance of proper document registers for detail engineering or construction engineering project.
* Responsible for the orderly recording and keeping of physical and electronic documents, including distributing new documents and discarding obsolete records.
* File and retrieve documents using specific classification and organization systems.
* Keep records and logs of document retrievals, updates, distributions and removals.
* Maintain updated records of all approved documents and drawings and their distribution clearly
* Input document data into the standard registers ensuring that the information is accurate and up to date.
* Reviews completeness of documentation and prepares document transmittals.
* Performs document quality check in accordance to Company engineering document control procedures.
* Performs file backup to ensure proper storage and archiving of electronic registers.
* Generate reports relating to the document management system as required
* Manage the files and control logs as required by the project.
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| **EDUCATION** |
|   | **Highest Education** |  |
| Education Level:  | College Level (Undergraduate) |  |
| Education Field:  | Computer Science/Information technology |  |
| Course:  | B.S Computer Science |  |
| School/University:  | AMA Computer College Caloocan Branch |  |
| Location:  | Caloocan Metro Manila Philippines |  |
| Date:  | Jun 2008 - Sep 2008 |  |

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| **SKILLS** |
|  | * Computer Literate such as Microsoft word, Excel and Power point.
* Ability to use computer, rapidly input data and retrieve records and information.
* Ability to organize work load, manage a filing methods and management techniques.
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| **PERSONAL DATA** |
| Age:  | 26 |
| Date of Birth:  | Jun 26, 1991 |
| Gender:  | Male |
| Civil Status:  | Married |
| Height:  | 167.68 cm |
| Weight:  | 62 kg |
| Nationality:  | Filipino |
| Religion:  | Iglesia Ni Cristo (Church of Christ) |
| Permanent Address:  | 339 Villa Maria St. Sangandaan, Caloocan CityMetro Manila, Philippines 1400 |

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