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| |  | | --- | | **Rogelio**  [**Rogelio.372441@2freemail.com**](mailto: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. |  |  |  |  | | --- | --- | --- | | **WORK EXPERIENCE** | | | |  | | | |  | Position: | **Document Controller** | | Duration: | September 15, 2013 – August 21, 2017 | | Company:  Project: | ANEL Emirates General Contracting LLC  Abu 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. |  |  |  |  | | --- | --- | --- | | **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 |  |  |  |  | | --- | --- | | **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. |      |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  | | **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 City Metro Manila, Philippines 1400 | | |

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