**ROBERTO**

E-mail add: roberto.380745@2freemail.com

Visa Status: Visit Visa

**JOB OBJECTIVE**

To Work for a challenging Company with rapid professional growth which will afford me an opportunity to effectively utilize my abilities for a continues value addition and growth along with the organization and to further build upon my experience to benefit the employer and advance my career in the field of Document Control.

**EDUCATION**

PATTS College of Aeronautics - Philippines

Bachelor of Science in Air Craft Technology

**EMPLOYMENT SKILLS**

* Developed ability to work in a fast-paced atmosphere.
* Maintained excellent in documentation, control and maintenance of Quality Standards.
* Ability to follow instructions well and make decisions with no supervision.
* Maintained all record-keeping procedures without error.
* Delegated responsibilities to employees to meet company’s expectations.
* Effectively developed communication skills and able to work with initiative within a team work methodically with minimum supervision.
* Flexible and withstand pressure from deadlines and demands.
* Confident in all Document duties and all aspects.

**PROFESSIONAL SKILLS**

* Knowledgeable in utilizing ACONEX.
* Microsoft Office/windows, Microsoft Outlook, excel and power point, Field Material Control System (FMCS) and Piping Spool Auto Fabrication and Install Control System (PAS).
* Internet Explorer and Emails, LAN Operated Computers.
* WordPerfect/Filing/Editing.
* Knowledgeable in different office materials.
* Office Procedures.
* Experience in documentation.
* Management Skills.
* Planning and Administrative Skills.

**EMPLOYMENT HISTORY**

 **November 12, 2014 to April 01, 2017**

 **Daelim Saudi Arabia Co., Ltd.**

 **Project: Rabigh Phase II Petrochemical-1 Package CP1 & CP2 Saudi Aramco &**

 **Sumitomo Chemical Project.**

 **Location: Rabigh City 21911 Jeddah, Kingdom of Saudi Arabia.**

 **Document Controller – Engineering and Turnover**

* Responsible for day-to-day Document Management Workload.
* Leading and organizing all data such as Isometric drawings, Vendors drawings, Incoming & Outgoing transmittals, Correspondence letters and other Technical queries.
* Assign transmittals to each document and sequentially file, Prepare document master list with revision level to assure that documents are latest revision.
* Monitoring & Updating Engineering Master Logsheet such as Field Changed Notice, Technical Memorandum, Request for Waiver and Site Construction Log.
* Establishes and maintains a filing system and record copies of project or departmental document such as engineering design, procurement and supplier documents, manuals and procedures, communications or any other department specific materials.
* Enters data and produces reports using other standard office automation or department specific computer application.
* Distribute and ensure pertinent issues of document are available to all skilled employees who will need the information included in the documents.
* Distribute all the technical documents issued by the Subcontractor to all relevant Engineers as well as Department Heads.
* Ensure that the document are uniquely identified and clearly marked as controlled.
* Maintain and arrange schedule of all engineers assigned for weekly (MOM) Minutes of Meetings. Duty includes set-up and coordinate meetings.
* Coordinate with the OOK and IK team with regards on the documentation requirements.
* Communicating in Korea Head Office using microsoft outlook and support to Administrative and Human Resource functions.
* Responsible for vendor representative to arrange of transportation, hotel reservation and flight scheduled. Monitoring & updating vendor’s summary report for daily manhours.
* Preparation of PMCC Dossier as per the procedure of (PRC) Petro Rabigh Company of

 MC Mechanical Completion. Arrangement of Walkthrough package as per sub-system

 category. Responsible for Punch list tracking and monitoring update on time to time. Reporting

 the daily progress of punch list to PRC & PMT personnels incharge.

* Coordinating to originator of punch list regarding the remaining balance of the completed closed punch and to the contractor engineers incharge by discipline regarding the consolidation of punch list.
* Preparation for submission of progress report regarding the status of punch list in all units & areas and walkthrough package for preliminary and system walkthrough.
* Preparation for Mechanical Completion prior Handover to the Project Management Team.

 **Training and Seminars Attended from Daelim Saudi Arabia Co., Ltd.**

**November 02, 2015 –** Certification of Work Permit Receiver (WPR) – Petro Rabigh II CP1 & CP2 Saudi Aramco & Sumitomo Chemical Project.

Rabigh City. Kingdom of Saudi Arabia.

 **November 25, 2011 to November 30, 2013**

**IWI Global Sdn. Bhd. & Samsung Engineering & Construction**

**Project: Sabah Oil & Gas Terminal Project (SOGT)**

**Location: Kimanis Sabah, Malaysia**

 **Document Controller – Planning / MEP and QA/QC**

* Responsible for handling document control system independently.
* Maintain an efficient filing system for easy reference of catalogues, technical data and other office routine files.
* Planning department and Project SOP preparing as per management instruction.
* Review comments and approval receive from Contractor and distributing to respective discipline for updating the drawing.
* Ensure timely transmission of all Quality related documents (Submission of Shop Drawings, Technical Documents, Prequalification Documents, Specifications, Work Inspection Request (WIR/RFIA), Technical Query/RFI, Material Submittal, Sample Submittal, Material Inspection Request and Test Reports.
* Monitoring and early identification of problems and facilitation of resolution where necessary.
* Ensure the Information Management policies and procedures like classification, standard specifications, inventory, document reviews and quality audits (Internal and External) are implemented. Technical abilities in documentations from Planning stage to its completion.
* Monitoring of Daily progress activities for Mechanical, Electrical and Piping Works.
* Submission of daily and weekly report to Main Contractor for Mechanical, Electrical and Piping activities. Material Controller in Mechanical Department, Withdrawals of Equipments and Materials.
* Liaise with QA/QC Inspectors in completing/handling over the Project Dossier to the (PMT) Project Management Team. Preparing Company forms as per QA/QC Manager suggestion.
* Review project completion document received from Contractors for QA/QC and report document discrepancies.
* Actively participate in the development of Document Management strategies together with the Project Quality Manager and provide training and guidance to subordinates.
* Develop and maintain a continous improvement program to enhance the document support.

**September 29, 2009 to December 30, 2010**

**Eastern Bechtel Company Ltd.**

**Project: Asab Gas Development Project Phase II**

**Location: Abu Dhabi, United Arab Emirates**

**Piping Charge Hand / Lead Man**

* Review all assigned works, plans and drawings.
* Prepare requisition for all materials needed in fabrication.
* Prepare schedule of manpower allocation for their assigned activities.
* Assisting for preparation Daily Production Report.
* Coordinate QA/QC Department for all as built and modification works.
* Conduct daily toolbox meeting before work start to ensure that all safety standard are being complied.
* Monitoring piping installation and erection.
* Prepare in lay-outing and fabrication of pipes and supports as per standards and codes of Bechtel.
* Monitoring in all construction activities in ASAB II including systems testing of piping system. Also shutdown works and system hand over prior to commissioning.
* Knowledgeable to interpret Isometric Drawings and P&ID Drawings
* Prepare requests for reproduction of piping documents.

**Training and Seminars Attended from Eastern Bechtel Co., Ltd.**

**February 15, 2010 –** Certification of Health and Safety Environment Training – ASAB Gas

Development, Phase II Project. Abu Dhabi UAE.

**January 22,2010 –** Certification of Leadership Workshop - ASAB Gas Development, Phase

II Project. Abu Dhabi UAE.

**September 30, 2010 –** Certification of Permit to Work Training - ASAB Gas Development,

Phase II Project. Abu Dhabi UAE.

**June 23, 2007 to June 26, 2009**

**Bechtel OG&C, Senimdi Kurylys, Joint Venture**

**Project: TCO Gas Utilization Plant Project**

**Location: Tengis, Kazakhstan**

**Pipe Fitter Operations and Maintenance / PTW Permit Receiver**

* Knowledgeable to interpret Isometric drawing and P&ID drawing.
* Knowledgeable in cutting, grinding and bevelling of pipe in preparation for fabrication spool.
* Review Isometric drawing segregate materials prior to commence fabrication.
* Doing line check of test package in preparation to the client for inspection and prior to hydro testing as per package priorities.
* Perform bolt torque and bolt tensioning using hydratite power tools.
* Torque bolt as per specification.
* Involved in Punch list clearing.
* Reinstatement works and system hand over prior to commissioning works.
* Shut down works, dismantling and installation of valves on OM works.

**Training and Seminars Attended from Bechtel OG&C, Senimdi Kurylys**

**July 16, 2008 –** Certification of Permit to Work Training – Tengis Chevro Oil, Gas Utilization Plant Project Tengis, Kazakhstan.

**December 28,2008 –** Certification of Training Program for H2S, SCBA and Ansul Fire Extinguisher - Tengis Chevro Oil, Gas Utilization Plant Project Tengis, Kazakhstan.

**June 2003 to July 2005**

**Flour Daniel Pacific, INC.**

**Project: Flour Daniel, Batangas Fabrication**

**Location: National Road Sta. Rita, Batangas City. Philippines**

**Pipe Fitter**

* Perform hauling and rigging of pipe spools.
* Installation of guide on correct alignment of pipe in a pipe rack.
* Other duties included fabrication of different sizes of pipes.
* Cutting, grinding and bevelling in preparation of pipe spools to fabricate.
* Checking fittings such as flanges, reducers, cross tee on various sizes making that fittings as per specification.

**January 2000 to January 2002**

**AG&P Company**

**Project: AG&P Oil & Gas Plant Project**

**Location: Bauan, Batangas City. Philippines**

 **Pipe Fitter Fabricator**

* Fabrication of pipe as per schedule requirements and installation of valves fitting such as elbow, tee, flanges etc. addition of pipe fittings.
* Knowledgeable to read plan and isometric drawings as well as performed cutting and grinding.
* Performed other duties as assigned.
* Awareness for safety and advice others to unsafe work fact.
* Follow company policy and procedures on safe work method.
* Perform materials take off and required fittings in accordance to bill of materials list.
* Conduct internal pipe inspection and clean before erection of spool.

**PERSONAL DETAILS**

Birth date : 22nd of February 1973

Gender : Male

Marital Status : Married