**REGINA**

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**Expert Document Controller& Excellent Team Coordinator**

Versatile, results-driven professional with 13+ years of wide-ranging experience in document management, team coordination and administration rolesdeveloping remarkable relationships with clients, senior leadership and project team members;proven systematic work management and analytical thinking skills; accomplishment of time pressured tasks with accuracy attainingqualitywork; fast learning ability and adaptability to the evolving standards and constant upgrade of various EDMS, a dedicated professional with the drive and skills set to excel in a document controller-adminrole contributing to company’s goal towards 100% client satisfaction on work/project delivery

**Core Competencies**

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● Document flow, processing including document tracking and status ● MS applications and systems proficiency (EDMS) ● Work Relationship Management ● Project Team Coordinationand Support ● Quality Service Delivery ● Communication

**Experiences and Achievements**

**Core Competencies**

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**WSP Middle East (Dubai, U.A.E.) – March 2017 to May 2018**

**DC role on Various Projects –Feb. 2018 to May 2018**

**Dubai-Head Office based**

* Maintains file register system for each assigned project as to documents received and responsible for circulation to the project team
* Project file download and upload using various file document systems
* Ensures complete and correct document submission (electronic/hard copy) using particularly Aconex
* Responsible for hard and soft copy filing of documents ensuring the availability whenever needed

**Innovation Hub Road Project - March 2017 to Jan. 2018**

**Client: Tecom (Dubai)**

**site office based**

**Role: Document Controller-Team Coordinator**

* Responsible for incoming and outgoing documents ensuring that each is carefully identified as to discipline and properly stamped and circulated to the project team for action
* Coordinate with project staff on prompt responses/comments on submittals (RFIs, SDs, WIRs, MIRs, etc.)
* Maintain updated log on SDs, MIRs, WIRs, RFIs, DPRs, Method Statement, Test Results, Plans & procedures, HSE Inspection Rep, and others ensuring accuracy of document status and progress flow
* Ensures accuracy and completeness of documents on both hard/soft copy and electronic submissions using various EDMS (Aconex, company/client preferred/provided systems-e.g. POL)
* Prepares NOC documents ensuring supporting papers are attached and forms are accurately filled up and then submitted to the office of the approving agency
* Responsible for hard and soft copy filing of documents ensuring the availability whenever needed
* Prepares final Minutes of Meeting and circulates to internal and external attendees/concerned project staff
* Archive hard and soft copy files ensuring back up is created for future retrieval

**Experiences and Achievements**

**Core Competencies**

**Core Competencies**

**Parsons Brinckerhoff ME Ltd. (Dubai, U.A.E.)-Oct. 2007 to Feb. 2017**

**Al Khawaneej Power SS –Feb. 2016 to Feb. 2017 (WSP ME-PB ME)**

**Client: DEWA (Dubai)**

**site office based**

**Role: Document Controller**

* Responsible for incoming and outgoing documents ensuring that each is properly stamped and circulated to the team for action and or returned to contractor for further action as advised
* Notify/remind the involved staff to take appropriate action on the pending documents
* Maintain document registration and ensure that log sheets (SDs, RFIs, MIRs, WIRs, DPRs, and others) are updated maintaining accuracy of document status and flow
* Prepares letters, invoice, document transmittals on hard copy and disk submission to client, subcontractors/other concerned agencies
* Prepares final Minutes of Meeting and circulates to attendees (internal and external)
* Accomplish report/document submission through Aconex as necessary
* Maintains orderly filing of hard and soft copy documents for easy retrieval

**PB Dubai Head Office based -Oct. 2015 to Jan. 2016**

**Role: Gen.Admin. Support - Document Controller**

* Support in tender bid submissions as to hard copy production/preparation and packaging following client requirements
* Maintains register of documents both incoming and outgoing for document tracking and status update
* Manage submission of reports and documents both hard and electronic (Aconex)
* Prepares letters, transmittals for submission to client/other concerned agencies
* Attends to staff requests on authorized flight/hotel bookings and expense claim
* Manage project meeting/activity schedules of the Project Manager
* Assists on preparation of training materialsspecifically safety trainings-IOSH, NEBOSH
* Responsible for archiving of documents ensuring back up files are stored (with IT Dept)

**Abu Dhabi Metro Rail Study Project-Phase 2 - Nov. 2013 to Sept. 2015**

**Client: DOT (Abu Dhabi)**

**Siteoffice based**

**Role: Admin-Document Controller**

* Responsible for incoming documents ensuring that each is properly stamped and circulated to the team for action
* Maintains register of documents both incoming and outgoing for document tracking and status update
* Manage submission of reports and documents both hard and electronic (via POL& Aconex as required)
* Supervises and assists as to production and binding of reports, documents for submission to client ensuring QMS office procedures and project protocol are followed
* Manage project meeting/activity schedules of the Project Manager
* Circulates Min. of Meeting to attendees and other organizations involved
* Prepares letters, document transmittals for submission to client/other concerned agencies
* Oversee overall office set up following standard office safety procedures and requirements, reports all safety issues to the H&S Unit
* Attends to staff requests on authorized flight/hotel bookings and expense claim
* Maintains daily staff attendance log and prepares attendance report needed for monthly progress report input and invoice to client
* Ensures availability of stationary and pantry supplies to meet project staff requirement
* Answer phone call inquiries pertaining project matters

**Dubai Metro Rail Project - Nov. 2008 to Oct. 2013**

**Client: RTA (Dubai)**

**Administrative Support (project team)**

* Manage project meeting/activity schedules of the Project Manager and Project Staff, sending reminders on a daily basis
* Maintains staff attendance log and prepares attendance report needed for preparation of monthly report and invoice to client
* Attends to staff queries and requests such as reimbursement claim processing
* Organize flight and hotel bookings for Project staff
* Support in tender bid submissions following client tender package requirements (submission-due date, production, packaging, etc.)
* Hard and disc copy file archiving ensuring back copy is kept for future retrieval

**Palm Jumeirah Project (fronds & mono rail) –Nov. 2007 to Oct. 2008**

**Siteoffice based**

**Client: Nakheel (Dubai)**

**Administrative Support (to project team)**

* Manages vehicle allocationformanagerial and technical staff including daily monitoring of vehicles as to site location and maintenance schedule, prepares monthly vehicle report (mileage/vehicles issues) for submission to client
* Ensures theavailability of all necessary office & pantry supplies which includes requests for replenishment of items from supply staff
* Maintains daily attendance log sheet for staff monitoringand same is used for timesheet submission to client
* Attends to staff requests on leave application,expense claim processing, meeting arrangements (internal & external)

**Other Experiences and Achievements**

**Core Competencies**

**Core Competencies**

**Nili Properties-Dubai (Real Estate Company) – 2005 to 2007**

**Secretary-Receptionist**

* Directly reporting to the GM -in charge of meeting schedules, travel arrangement
* Answers telephone calls on clients/guests inquiry and requests
* Ensures the availability of all necessary office & pantry supplies
* In charge of updating documents of client file, invoice and all other documents
* Ensures orderliness and cleanliness of the office

**Academic Achievement, Trainings and Certifications**

**Core Competencies**

**Core Competencies**

* College Graduate (diploma ) - Assoc. in Radiologic Technology - St. Louis Univ.-Phil.
* Business Correspondence & Typing Skills (certificate) - Baguio Tech School-Phil.
* IOSH Training (UK certified) – 2014 (PB sponsored)