 **Name** **:**  **RENATO**

**Email :** [**renato.387902@2freemail.com**](mailto:renato.387902@2freemail.com)

**POSITION : DOCUMENT CONTROLLER 2019**

**QUALIFICATION : CERTIFICATION ASSOCIATE ENG’R.**

**A committed, experienced and results driven professional with wide-multi function of all technicalities gained in various positions within the company and industry. Well developed employee relations skills deliver good communication as the foundation for project development. Broad experience of any related works with proper coordination skills focused as prerequisites as “Document Controller”.**

**Role:**

* **Responsible for controlling project documents, updating logged, submitting, circulating, filing, sorting and retrieval of electronically stored (indexing) or hard copies in safe keeping produced as per project official required documents, from Company, Engineer/Consultant, Client or from Authority & protect and secured confidential and proprietary information.**

**Key Skills**

* **Can work independently as a Document Controller and manages effectively.**
* **Liaise for supporting project technical teams for project development.**
* **Preparing presentation summary for submittals log for weekly progress meeting**
* **Circulating MOM to all subcontractors for weekly project schedules.**
* **Ability to perform regular audit to documents and resolve discrepancies.**
* **Knows to determine a document refers to any recipients as well S.D. interpretation subject to.**
* **Handling of the Uncontrolled Doc & Controlled Docs which ever for approval or approved for construction. Revises Doc as dated in effect schedules especially IFC (Hard Copies/Soft copy)**
* **Can prepare all submittal in accordance with required documents incline to the specification associated with technical data’s. (IR, MIR, RFI & etc.)**
* **Effective oral and written communication skills and internet correspond/emailing.**
* **Can work and manages documents transmittal, circulation and savings orderly.**
* **Computer literates and Programs downloading /uploading & repair.**
* **Broad understanding of ‘business needs’ required to develop a company objectives.**
* **Update Documents transmittal and records (documents Log) .**

**Other Skills**

* **In depth knowledge for management & technical operational and system**

**Methodologies up to Testing & Commissioning to any system.**

* **ISO 9001-2008 awareness and HSE.**
* **Can work as project inspector with a depth knowledge’s of Consultants specification and**

**requirements, materials along with perimeters sectional details.**

* **Proven communication, resourceful and general supervisory skill to control and manage non-conformance for general technicalities related to quality works.**

**PREVIOUS - 1 : Al Sabah Intl. Electromechanical Cont Co. LLC**

**Project : DAMAC Properties / TOWER - 108**

**Location : Jumierah Cirlce Villages 1 - DUBAI UAE**

**Designation : Document Controller from June 2015 to Dec. 2018**

**PREVIOUS - 2 . : Dar Al-Zakhrafa Al Mithaliyah LLC / DUBAI U.A.E.**

**Project : 1. DUBAI MIXED USE / SOFITEL HOTEL, Sheik Zayed Rd. , Burj Dubai, U.A.E.**

**2. DELTA TOWER 1 & 2 / DUBAI Marina, Dubai, U.A.E.**

**Nature of Work : Sub-Contracting**

**Designation : QA/QC / Document Controller**

**Responsibilities :**

**1. Preparing necessary documents & Evaluating, Review contracts as per agreement**

**stated. The BOQ as per scope bill of quantities. The approved shop drawings &**

**Specification requirements. Preparation of Matr’l submittal and Method of statement**

**along with the Risk Assessment for HSE & ITP for approval of Engr’s. Contractors.**

**2. Up-dating All Documents for any related issues refers to any reference issuance for**

**document transmittal letters, the RFI, CVI, Revised shop Drawings & other to save in**

**the system orderly along to save with the hard copies in folder file.**

**3. Coordinating for material procurement with the company and main contractor.**

**Assuring Material delivery as per approved by the Engr’s. Preparation documents for**

**Material Inspection Request / Non-conformities is subject for evaluation or replacement**

**by supplier.**

**4. The works start as per main contractors work programs being issued with relevant**

**clearances to start works to our project & scope of works / works permits.**

**5. Un-cleared detailed for any shop drawings as per site condition of the structures affects**

**our work or not achieve the required perimeters’ will be raised for request for**

**Information to the contractors, circulating comments as well if revised drawing should**

**be incorporated.**

**6. Verifying reference line by main contractors for any set-out works for grid Wall, Ceilings**

**certified by main contractors surveyors and approved by Engineers.**

**7. Coordinating with the main contractor QA/QC for ITP (Inspection Test Plan ) by**

**Contractors & Consultant. (Along with the project completion Snag List & De Snag prior**

**to project final handling over with complete supporting doc’s.)**

**8. Preparation of O&M Draft for approval and Warranty Certificates.**

**Previous - 3** **: EMIRATE STEEL LLC / ABU -DHABI**

**Nature of work : Industries**

**Designation : QUALITY Control/**

**Years : 2009 2012**

**Responsibilities:**

**1) Plans and directs activities concerned with development, application, and maintenance**

**of quality standards for industrial processes, materials, and products: Develops and**

**initiates standards and methods for inspection, testing, and evaluation, utilizing**

**knowledge in engineering fields such as electrical or mechanical.**

**2) Devises sampling procedures and designs and develops forms and instructions for**

**recording, evaluating, and reporting quality and reliability. Establishes program to evaluate**

**application and accuracy of production equipment and testing, measurement and analytical**

**equipment and facilities.**

**3) Develops and implements methods and procedures for disposition of discrepant**

**materials and devises methods to assess cost and responsibility.**

**4) Directs workers engaged in measuring and testing product and tabulating data**

**concerning materials, product, or process quality and reliability.**

**5) Compiles and writes training material and conducts training sessions on quality control**

**activities.**

**6) Specialize in areas of quality control engineering, such as design, incoming material**

**process control, product evaluation research and development, and administrative**

**application along with the DMS.**

**Educational Attainment**

**1. COLLEGES Cert. : Marine Eng'g. PMI COLLEGES**

**Quezon City, Philippines**

**2. SECONDARY : Camarines Norte School of Arts & Trade**

**Jose Panganiban, Camarines Norte Philippines**

**3. PRIMARY : San Mauricio Elem. School**

**Jose Panganiban, Camarines Norte Philippines**

**Training Certificates and Appreciation**

**ACES / SAUDI ARABIA : Certificates of Seminar Workshops Computer & assembly and Microsoft**

**Windows. (SEM.SERIES NO. 003/06)**

**SAUDI ELECTRIC CO. : Certificates of Appreciation for conducting training and seminars**

**Operation & maintenance of RMUs & Load break switches.**

**SUDI LUCY CO. : Certification of employee of the year 2005**

**ISO QMS 9001- 2008 : Emirates Steel. Llc / TUVS CERTIFICATION**

**DRIVING LICENSE : Code no. 2 / Saudi Arabia and Philippines**

**( UAE License code 2 under final stages. )**