JULIUS

Document Controller / Scaffolding Design Draftsman or any designation related to my work experience

**CONTACT**

**PROFESSIONAL SUMMARY**

A hardworking person who can work independently trustworthy and reliable. Can communicate well with my Supervisors and Head, I can do Multi-tasking which helps me to improve from my almost 12 years experience in a different fields. I can easily adopt to any environment for the better opportunity and success.

**Email:**

**Julius-394191@2freemail.com**

**SKILLS & CAPABILITIES**

* Excellent communication skills experience with conversing and negotiating with foreigners.
* MS Office Application
* AutoCAD
* Internet / Networking
* Typing speed
* Responsible and passionate workers
* Work under minimal supervision
* Open to all learning options
* Diligent and sees to it that goals set are just met exceeded.

**WORK EXPERIENCE**

**DOCUMENT CONTROLLER CUM SCAFFOLDING DESIGN DRAFTSMAN**

January 26, 2015 to August 03, 2019

(Hamriyah Free Zone Sharjah, UAE)

**Responsibilities:**

* Responsible for overall coordination of controlled drawings documentation within the company in different division like Aviation, GSE Ground Support Equipment, Contracting of Steel Structure, Scaffolding and Waste Management.
* Makes sure that controlled copies of latest approved documents and drawings are distributed internally and externally to the appropriate staff and clients as applicable.
* Make sure that all drawings/documentation are correctly identified, and ensure superseded drawings are filed/stored
* Experience of examining documents, blueprints, drawings, specification etc.
* Issuing drawings of GA, Erection, Assembly, Fabrication, Single Part and Machining Part to the shop floor (to Production and QC concern).
* Ensure that all incoming & outgoing RFI's (Request for Information) and submittals, etc. are proper recorded filed/stored
* Issuing DXF file drawings for cutting program to Plasma, Laser cutting machine and waterjet cutting machine.
* Maintaining fabrication drawings of Excel Scaffold, SGB, RMD and other customer in scaffolding.
* Preparing document transmittal (Internal and External) to issued, submission or handing over of any documents, drawings, materials etc. for record of information.
* Maintaining all drawings to all department with the proper log record and must be updated in date, reference number, latest revision level for easy access and retrieval.
* Sending and receiving correspondence email internal and external using Microsoft Outlook.
* Attend project meeting, safety and for ISO standard etc.
* Frequently conduct document audits with the auditors confirming the current and accurately reflect recorded evidence.

Page **1** of **3**

**OBJECTIVES**

* To be able to work in your office utilizing my knowledge, expanding my previous work experience, to provide assistance support to financial needs and develop self-motivation as an individual.
* To continuously develop discovered potential and enhance the development of more in a business environment conductive to learning
* Pay loyalty and best contribution to the company that will give me the opportunity to grow as a professional in my field of specialization.

**EDUCATION**

Tertiary:

**Graduate Bachelor of Science Information Technology**

Asian College of Science and Technology- Philippines 2003 – 2007

**Certificate of Completion AutoCAD Basic**

Filipino Digerati Association – Sharjah (U.A.E.)

January 14, 2011 to April 1, 2011

**Certificate of Completion AutoCAD Advance**

Filipino Digerati Association – Sharjah (U.A.E.)

May 6, 2011 to August 22, 2011

(Hamriyah Free Zone Sharjah, UAE)



**Other duties: Scaffolding Designer with 2yrs Experience.**

* Review and study of contractor drawings (Structural and Architectural) and give the details of beam, slab thickness, height for access design etc. to the design engineer for calculation purpose.
* Preparing scaffolding design as per calculation of design engineer for beam and slab support using cuplock standard decking and infill beam system, secondary and primary of H20 beam and S150 aluminum beam system.
* Preparing cuplock standard of access scaffolding, mobile tower at any height as per calculation of design engineer.
* Providing BOQ of all design work for scaffolding.
* Coordination with the customer / client if there is any requirement to be done on design when the head of department not on duties.
* Site visit for inspection (when the head of department not on duties) to know if the contractor follow the approved design, giving comments until reached to the final inspection and approved then able to give the scaffolding certificate.

**DOCUMENT CONTROLLER**

November 11, 2011 to December 08, 2014

**. Sharjah (U.A.E)**

Construction of Terminal Plant (Oil Storage Tank)

**Responsibilities:**

* Responsible for overall coordination of controlled documentation within the company.
* Issuing internal job order according to the awarded project from Investor / Client.
* Preparing, sending LPO, Project Proposal, Inquiry, Invoices of all Projects as per Engineer Instruction.
* Maintaining all drawings with the proper log record and must be updated in date, reference number, latest revision level for easy access and retrieval
* Sending and receiving email to the Client, Consultant, Suppliers, Subcontractor, inspector etc.

**Other Duties:**

* Submitting and receiving drawing, letters, documents, request NOC etc. to Hamriyah Free Zone Authority.
* Submitting and receiving drawing, letters, documents, request NOC etc. to Government Authority (SEWA Electrical & Water), Etisalat & Gas and to discuss and coordinate with all concern person.
* Coordinating and negotiating to the Laboratories Company for requesting of inspection regarding, bore holing, compaction, plate load test, water test, radiography, vacuum, hydro test and other NDT Testing.
* Checking of some Suppliers delivery materials along with the invoice as per LPO prepared.
* Accounts work, preparing statement of account specially pending payments from Client as per my prepare invoices.
* Collecting of cheque from Client and issuing receipt voucher.
* (Internal) Arrange network problem, network sharing and network printer.

Page **2** of **3**

**PERSONAL INFORMATION**

Date of Birth: August 17, 1985

Age: 33 yrs. old

Status: Married

Religion: Roman Catholic

Nationality: Filipino

Languages Spoken:

English,

Filipino,

can speak

Arabic and Hindi

**SITE SECRETARY & DOCUMENT CONTROLLER**



(August 2007 – November 2011)

**Dubai (U.A.E)**

Building Construction Company

**Responsibilities:**

* Preparing timesheet of all staff and laborers including subcontractor timesheet and equipment’s.
* Preparing daily site report, weekly manpower and monthly report at site.
* Typing and encoding.
* Typing request for Civil & MEP materials required from site construction, other accessories and office stationery.
* Composed, typed, and distributed meeting agendas and minutes, routine correspondence, and reports.
* Preparing and sending inquiry & LPO and receiving quotation.
* Handing petty cash for internal office only.
* Answering telephone, sending and receiving emails.
* Submitting and receiving (to from) Consultant shop drawing, material submittal, inspection request and other document transmittal required.
* Maintain filing system.

 **JULIUS**

Applicant

Page **3** of **3**