**SENIOR DOCUMENT CONTROL LEAD / COORDINATOR**

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|  | **JARALYN****JARALYN.65625@2freemail.com** |
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**CAREER SUMMARY:**

* 16+ years Total Professional Experience.
* 11+ years in Document Control Management.
* 5+ years in Administrative and Secretarial Management.
* Experienced in document control execution requirements on Engineering, Procurement, Construction Management, Infrastructure, Energy, Oil & Gas Company
* Experienced in analysis, investigation and documentation and review of problems involving process complex data using complex tools.
* Skilled in communication, technical report writing, design, evaluation, analysis & map processes flow charts.
* Expert user/ well experienced in the use of many propriety software tools used in the development and assessment of project data management systems, including: MS Office applications, ERP, EDMS, SharePoint, Aconex, Documentum-(EPC Company and Oil and Gas software), Proliance,Citadon-CW, ERP, QMS as well as Adobe Acrobat, etc.
* Skilled in front end project developing systems and recommend policies and procedures for the administration of the document control system and operational activities.
* Managed and superviseddocument control during the design and construction phases for a number of key projects.

**CAREER HISTORY:**

**Construtora Norberto Odebrecht S.A Abu Dhabi (U.A.E)**

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| **March 2012–May 2015** | **Senior Document Control Lead / Project Control** |
| Development of Detailed Design, Associated Procurement and Construction of - Pumping Station and other Ancillary Buildings for VFD Transformers Bldg., Substation, Potable Water Tank, TSE Water Tank, Turbine Generators, Fuel Tank Farm, – AnAbu Dhabi Sewerage Services Company - Strategic Tunnel Enhancement Program Project - Project Amount: US$ 1.09 Billion.* Reporting directly to Project Director and Commercial & Contracts Manager and Project Control Team
* Lead and manage a team of document controllers and coordinate the flow of commercial & technical documents among project operations, functional discipline and other support groups.
* Develops the Information & Document Management Plan and coordinate overall resources to support and maintain a comprehensive document control plan and reporting standards and procedures. (e.g. specifications, procedures, databases, drawings, document numbering control, central files, user guides, etc.)& provide trainings.
* Coordinate with Information Technology issues associated with establishing the Project Information Management System and related IT databases and tools to maintain Information Management processes including performance measurements, updating procedures, assessment of Contractors and reporting results.
* Implementation and maintenance of the document control system and administers EDMS (Electronic Document Management System).
* Ensure Document Distribution Matrix requirements, are implemented. To maintain best practice in receiving, scanning, control issue, copying, transmittal, distribution,securely store, confidentiality, filing & retrieval of documents.
* Train, guide and supervise the document controllers in all aspects of document control systems, andprovide trainings, guidance and support on document control processes as and when required for the project team members.
* Liaise with department heads & project personnel, identify and analyze malfunctions and make recommendations on document control matters.
* Responsible for generating document management reports as needed by the project managers and management.
* Anticipate and highlight problem areas, and propose solutions, recommendations to modify.
* Generate a system and process for arranging document catalogue, packing, and long-term storage or disposal of project documents in alignment with project execution, closeout and handover requirements.
* Ensure compliance with the organization's quality control guidelines.
* Provide such further administrative assistance to senior management as may be required.
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**Verinon Technology Solutions Pte. Ltd. Singapore (U.A.E.)**

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| **October 2011 –March 2012** |  **Project Document Controller**  |
| Development of Masdar City, Masdar – A Mubadala Company - Renewable Energy & Sustainable Technologies Project. Project Amount: $ 10 Billion * Support document control during migration of the documents for the five divisions of the projects into the developments Electronic Document Management Systems (EMC Documentum) and involved in operational activities.
* Includes: coordinate the activities of Document Control, including distribution of documents, tracking and reporting on document review progress Work independently to facilitate group activities.
* Manage archival activities for controlled documents and validation files.
* Assist with the implementation, management and administration of the department electronic document management system.
* Work with subject matter experts on technical subjects in a positive, collaborative manner to prepare controlled documents
* Complies and maintain control records to verify completeness and accuracy of data.
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**AECOM Middle East Abu Dhabi (U.A.E.)**

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| **July 2010 – September 2011** |  **Project Document Controller** |
| Development of Saadiyat Island Cultural District Le Louvre Abu Dhabi Project – Abu Dhabi - Euro108m* Developing systems and recommend policies and procedures for the administration of the document control system in support of the Louvre Abu Dhabi team administrative and operational activities.
* Manage document control during the design and construction phases.
* Implementing and managing the Document processes, procedures and Records Management.
* Track the status of RFI's, Submittals, Shop Drawings and send notifications of overdue responses.
* Keep status logs of RFI's, NCR's, Submittals, Shop Drawings and other documents related to the project.
* Train all staff on document control filing system as necessary.
* Manage and update a document control system to ensure that general program administrative and individual project documents are properly recorded and maintained, requests for information are transmitted.
* Manage off site and on-site storage of documents.
* Implement and follow Quality Assurance Program procedures.
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**CIVILCO Civil Engineering & Contracting Company W.L.L. Abu Dhabi (U.A.E.)**

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| **December 2006 – June 2010** | **Senior Document Controller/QAQC Assistant / Administrator** |
| Development of Hotel, Residential & Commercial Towers Al Whada City 1 Project – Abu Dhabi* Accountable for Document & Data control and managing the Document and Records Management Process and Quality Management system during the execution and handover phase of the project.
* Oversee and coordinate the scanning of documents and downloading of files electronically for

input into the Citadon CW system. * Responsible for receiving of incoming & outgoing correspondences, email, document, ITR, Material Inspection Request, NCR’s, RFI’s, drawings, procedures and other related document to the project.
* Maintain, monitor and amend various spreadsheets as required for the project delivery team.
* Supervise and develop policies and procedures that will provide the ability to control the documentation flow and filing/archiving activities for the project to support the detailed engineering and fabrication phases of the project.
* Supervise the maintenance of the project filing system assuring that documentation is securely filed and readily retrievable.
* Prepare and generate material and inspection report, analysis, daily, weekly and monthly reports.
* Coordinates with the subcontractors & suppliers on material delivery issues.
* Coordinates with QA/QC Engineers on schedule of inspections and supervising QA/QC Helpers in daily cube testing.
* Prepares the concrete pouring records and daily cubes testing schedules and logs.
* Prepares QA/QC monthly audit schedules and assist in auditing and audit report writing.
* Assists Quality Coordinator in preparation of job descriptions for QA/QC department and for the project.
* Provide general secretarial support to QA/QC, Administration Manager and Quality Coordinator in coordination with other departments (e.g drafts non-routine letters, memos, documents and various reports requiring comprehensive knowledge of policies and procedures.
* Assist with the development of presentations by researching topics and creating presentation materials.
* Manage & maintain files for insurances such vehicle, medical, health, personal, marine and projects insurance policies.
* Assist in scheduling meetings, coordinating agendas, and room preparation.
* Liaise with all parties within the project with respect to documentation.
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**Petra Auto Spare Parts Trading Co. L.L.C. Sharjah (U.A.E.)**

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| **April 2005 – December 2006** |  **Administrator/Executive Secretary** |
| * Prepare all written correspondence and administrative reports for group manager and accounting head.
* Controls the flow of all incoming and outgoing correspondences systematically.
* Coordinating & organizing monthly meetings of management team.
* Arrange and confirms diary, booking of business travel schedules of the Manager.
* Responsible for preparing administrative records and files (Timesheet, Vouchers, LPO, and other related documents).
* Manage operation and maintenance of office equipment, maintain appropriate quantities of business supplies and maintain cost records and supply sources for all business supplies.
* Responsible for the Registration, Control, storage and retrieval of all the Company Documentation of Shipments.
* Organize and maintain a systematic procedure in filling system.
* Performs other task assigned by the Manager.
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**First International Computer Technology Co. Taiwan (R.O.C.)**

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| **February 2003 – March 2005** |  **Document Controller/QC Technician** |
| * Responsible for the monitoring of documents required for production.
* Prepares report of In-process product quality.
* Responsible in arranging daily schedule of inspections / tests activities. Daily monitor all on-going activities and update actual accomplishments.
* Prepares On Production Inspection Reports and keeps a log of all inspections.
* Controlling documents on all or allocated products.
* Responsible for distribution of documents according to matrix.
* Responsible for document transmittals and submittals.
* Monitor and encoding production yield reported by QC Assistant.
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**Choung Hsim Co., LTD. Taiwan (R.O.C.)**

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| **May 2000 – July 2002** |  **QC Supervisor** |
| * Responsible in visual quality control by means of checking and inspection in accordance in QA/QC procedures.
* Monitoring & controlling production yield & reporting directly to the Production Manager.
* Responsible in production line and facilitate hiring, training & development of employees.
* Monitors in process Lead Frame products based on company quality standards and decide for acceptance or rejection.
* Monitoring & Verifying Control Panel Set-Up before Production.
* Analyse, review & recommend changes of employees. Coordinate with the staff if there is an event.
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**SIRUS Technology Co. Taiwan (R.O.C.)**

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| **February 1998 – February 2000** |  **Document Controller/QA/QC Technician** |

**Santiago’s Brokerage Co. Manila (Philippines)**

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| **January 1997 – February 1998** |  **Secretary/Administrative Assistant** |

**TRAINING/COURSES/QUALIFICATIONS:**

Internal Audit Training Civilco QA/QC Department, Abu Dhabi, UAE May 2007

* First Int’l Computer Technology Co. QA/QC Dept. Hsinchu, Taiwan 300 R.O.C - April. 2003

Awareness Training in ISO 9001:2000

* Civilco QA/QC Department, Abu Dhabi, UAE January 2007
* First Int’l Computer Technology Co. QA/QC Dept. Hsinchu, Taiwan 300 R.O.C - April. 2003
* Choung Hsim Co., LTD. Yang Mei, Taoyuan , Taiwan R.O.C. - June 2000
* SIRUS Technology Co. Yang Mei, Taoyuan , Taiwan R.O.C. - March 1998

CITADON CW Training

* EC Harris Al Whada City 1 Project Site, Abu Dhabi, UAE - April 2007

Proliance Training

* AECOM Middle East Le Louvre Project Office, Abu Dhabi, UAE - July 2010

Documentum Training

* Mubadala Company – Masdar City, Renewable Energy & Sustainable Technologies Project Office, Abu Dhabi, UAE - October 2011

Aconex Training

* ACONEX Middle East Aconex Office, Abu Dhabi, UAE -July 2010
* Construtora Norberto Odebrecht S.A STEP Pump Station Project Office, Abu Dhabi, UAE - July 2013
* Abu Dhabi Sewerage Services Company(ADSSC) & Mott MacDonald Middle East STEP Pump Station Headquarters Office, Abu Dhabi, UAE - September 2013