

JOVEN

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**OBJECTIVE**

To gain a position where my professional experience can make extensive contribution and be beneficial towards the growth of the organization.

**Key skill**

Proficient with Document Management/Documentation Control/

Handling manpower/Sales maximization/Sales Quotation/ Sales Data Sheet

Documents/Gate pass/Permits/Maintenance Schedule

Document Distribution/Clients Documents Uploading / Downloading   
Document Management on Server / winpcs (windows project control system)

Monitoring Sheet/Daily reports

Experience in Sales for five years can make an advantage towards gathering clients and maximization of future sales

**DAEAH ENGINEERING AND CONSTRUCTION (IWPP PROJECT) ABU DHABI UAE**

**Document Controller at Cost and Planning Department**

October, 05, 2015 to April 6,2017

* Purchase office supply to various supplier

• Purchase material for inventory and non-stock items

* Resolving errors on purchase orders as required
* Investigating and determining what/how/ why material came in incorrectly or damaged (for non-conformances).
* Reviewing and open purchase orders not printed.
* Filling Purchase Orders.
* Assisting administration for manpower supply time sheet
* Reviewing reports for stock outs and expediting open orders
* Monitoring price increases and communicating changes as necessary
* Assisting with stock rotations as needed
* Reviewing line points order points for inventory stock levels
* Other duties as assigned
* Purchase Manpower Supply to various Company
* Purchase gas cylinder and monitor stocks
* Receive delivery from different supplier including delivery note and invoice
* Conduct inspection to Cylinders from time to time to maintain safety in the area
* Monitoring of heavy equipment’s from site to different locations where equipment is needed
* Review equipment’s activity from time to time
* Arrange repair and maintenance schedule in coordination of the equipment’s owner and site mechanic to avoid delays
* Mobilization and demobilization where equipment is needed or no longer needed
* In charge for operator and equipment assignment to different site projects of the company in coordination of another site in charge
* Provide fast loading and unloading for any delivery of materials from laydown area to site locations.
* Monitor third party certificates and equipment’s license, Driver’s license, CNIA PASS expiration
* Attendance monitoring and time sheet preparation for all operator’s

**DAEAH ENGINEERING AND CONSTRUCTION (RABIGH II PROJECT) KINGDOM OF SAUDI ARABIA**

**Document Controller**

Jan, 14 2014 up to Jan, 17 2015

* Responsible for overall coordination of controlled documentation within the company and Rb Hilton documentation for hand over and Painting requisition.
* Performs the Document Control function within Daeah, Main contractor and other subcontractor.
* Coordinates to punching department within the period of delivery to paint shop
* Orders external standards and maintains tracking system.
* Assist in supporting external audits in support materials with foreman, supervisor and workers etc.
* Supports Painting requests for documentation and control in the field until delivery is done.
* Supports change management of Tagging and ensures accurate completion as per requisition, Verification before delivery to paint shop
* Performs self-audit on site locations and ensure that the current requisition for painting is available in a timely Manner
* Maintains quality records per requisition.
* Investigates and responds to corrective actions related to Document Control and support materials for any discrepancy and take necessary action as per Standard.
* Responsible for coordinating document change orders (DCO), facilitates review, approval, and signature of client.
* Maintain quality record for material cutting daily
* Preparation Of painting requisition/Submission of documents to clients
* Data encoding base on completion of piping support materials
* Weld mapping on new (iso) drawing in support
* Encoding data after weld mapping
* Create delivery note upon completion on inspection
* Create Material handover for turnover of materials
* Receiving materials release for painting

**SEPAM Engineering & CONSTRUCTION, (Tcjv) (PMP) project Ras laffan industrial city qatar**

**Document Controller**

**Oil and Gas Project**

May 14, 2011 Up To July 18, 2013

* Documents Downloading / Uploading using various site and FTPs given as under:
* Document Distribution via ECM/PCM (Lotus Note software) for Internal and External Documentation.
* Preparing WPR & MPR for all the Projects and maintaining records.
* Preparing / Maintaining Records of MDR, DCI, DTN, Correspondence Log registers, Outgoing / Incoming deliverables.
* Maintain Hard & Soft copy of all the deliverable / transmittal, Documents like GADs, Alignment Sheets, Datasheets, Specifications, Requisition, Plot Plans, and Layouts etc for all the disciplines.
* Coordinating with Discipline Engineers/HODs for documents corrections etc,
* Maintaining day to day records for all final technical documents in DCC Master. Maintain upload electronic Final Technical Documents on DCC repository and hard copy in DCC file system.
* Quality check of final technical documents as per VDR (Vendor Data Requirement as specified in PR), PR (Purchase Requisition), Tender Documents, Standard Specifications, VPTL Drawing Status Excel Sheet and preparing the DCC check list for validating completeness & correctness of Final Technical Document.
* Collect missing documents, illegible pages, Final Document Completion Certificates, Soft Copies, Native (AutoCAD/MS Office) Files, IRNs (Inspection Release Note), IBRs (Indian Boiler Regulation) and MTCs (Material Test Certificates).
* Distribution of documents to HMEL Team Members as per DCC Responsibility Matrix in form of soft copies through Email links on HMEL\_DOCS and also in form of hard copies.
* Maintaining day to day records of all the transmittals /covering letters being received from EIL, LSTK, Vendors and Construction Contractors in form of hard & soft copies.
* Conversion of drawings (AutoCAD) into PDF format.
* Validate Final Payment Invoices to ensure receipt & quality check of final technical documents.
* Receiving final payment invoices from project and maintaining records in tracker sheet as well as hard copies. Maintain final payment invoice tracker to handle final payment invoices receipt & further forwarding to Warehouse.
* Download engineering drawing, documents from EDEX (Electronic Document Exchange System) and upload on HMEL\_DOCS Server and distribute to HMEL Team Members as per DCC Responsibility Matrix

**motor star philippines**

**City land Condominium Makati city Philippines**

**Technical Supervisor**

June 2009 to Jan, 2011

* Responsible for supervising and monitoring all the people involved in the process of testing, installation and commissioning of the process control of standard engine testing of motorcycles.
* Responsible to handle and review all documentation during (PDI)Preliminary Delivery Inspection
* Preparing reports and certification after finishing up other activities related to a particular work.
* Responsible to ensure quality work and monitoring work progress.
* Conduct Actual Inspection on Engine During Testing of first test run
* Preparation of Delivery notes and monitoring sheet Using Microsoft excel
* Responsible to all stock monitoring and Shifting Including Production Status report
* Supervise assembling of engine models and sending them for testing.
* Planning and scheduling the meetings with the team members for different activities that are related to the production.
* Managing the work that is given and handling the employees working under.
* Responsible for achieving good quality result and production for the company

**Universal Commercials**

**Taylo Street Pasay city Philippines**

**Sale Executive**

Jan 2003 to August 2008

* Responsible for the maximization of sales for a company’s products. To help in the turnover of sales and provide data’s regarding changes required in the product to meet customer standards.
* Maintain and develop good relationship with customers through personal contact or meetings or via telephone
* Make good relations to costumers to make it strong to get future sales for the company
* Prepare quotation and update clients for new products on the line
* Make records for purchase orders issued by the clients
* Proficient in sales to provide a solid costumer satisfaction
* Visit and make timings to approach customer directly and discuss products specification as per order
* Display efficiency in gathering market and customer info to enable negotiations regarding variations in prices
* Record sales and order trough Microsoft excel and report the same to the sales department
* Provide accurate data to the standard sales for the company each month
* Provide evidence from costumers in the form of emails to avoid waste of time
* Provide full information and support to costumers until they got the orders on hand

**Manila Electric Company**

JfgJf Gilmore General Contractor

(**Meralco**) Manila Branch

Manila Philippines

Industrial Electrician/Branch Lineman

1999 To 2002

* Transformer Installation Above Ground
* Disconnection/Reconnection Of Power
* Load Side Installation
* Line Side Installation
* Hv/Mv/Lv Feeder Line Connection
* Cable Installation Above Ground
* Metering Board Installation And Maintenance
* Conduct 503 Order/Termination Of Contract

Computer Knowledge

* Microsoft Word
* Microsoft Excel
* Winpcs (Windows Project Control System)

Educational Attainment

**Vocational**

* Roxas Technical School Practical Electricity 2008 To 2009
* Roxas TechnicalSchool Automotive Mechanics 2007 To 2008

**College**

* University Of Makati (Bsba) Marketing 1997 To 2001

**High School**

* Fort Bonifacio High School 1993 To 1997

**Personal Information**

Nationality Filipino

Date of Birth December 05, 1980

Place of Birth Makati City

Marital Status Married

**I hereby certify that above Information’s are true and correct to the best of my knowledge**.

Joven

Applicant