*(Curriculum Vitae)*



Name

Nationality

Date of Birth

Profession

MENERVA

Filipino

1985

Document Controller

Specialization

Document Management and Office Administration

Desired Position

Mobile No.

Document Controller / Admin

Menerva-392868@2freemail.com

**KEY QUALIFICATION**

More than 8 years of experience in document/office administration and document management utilizing project-based document control systems & procedures. Highly flexible and can adapt quickly to challenges and changing multicultural working environment and has knowledge on Microsoft Office Words, Excel, Power Point and Internet Application. Efficient and an effective team player, able to juggle with multiple priorities and meet deadlines without compromising quality. Proven ability to provide prompt s ervices, relationship building and performing well under work pressure. Excellent in communication and time management skills.



**EDUCATION**

B.S in Engineering - Batangas State University March 2004 (Undergraduate – 2 years)



**COMPUTER SKILLS**

✓ MS Word, MS Excel

✓ Administrative Skills

✓ Junior PRO skills

✓ Good Leadership

✓ Good Management Skills

● Knowledge of Documentation Platform

- Aconex

- Oracle - Unifier

- VBC Dashboard

- Zutec

* Health and Safety Training
* Excellent interpersonal skills
* Good Social Skills



**LANGUAGE CAPABILITY**

Tagalog: Mother Tongue

English: Spoken – Good. Written – Good. Reading – Good.



**EXPERIENCE RECORD**

**2017- Present**

**:**

**Position**

**:**

**Documents Controller / Material Control Coordinator**

**Responsibilities:**

* Identify and monitor all documentation that has a dead line and advise the Project Manager of the status.
* Handling and maintaining records of all internal and external correspondences.
* Manage the distribution of documents as per the distribution advice by the project manager.
* Establish and maintain an effective filing, archiving and retrieving system for paper documents in accordance with the Company Quality Assurance procedures.
* Create and maintain a compatible system for effectively filing, archiving and retrieving electronic documents.
* Provide Project Manager with Daily/weekly/monthly reports for incorporation into the Project Reporting Procedure.
* Assist Project Control Manager for Procurement Submissions such as but not limited to; Material Submittals, Work Inspection request, Material Inspection Request etc.



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*(Curriculum Vitae)*

**PROJECT:**

**Abu Dhabi International Airport – Midfield Terminal Building (Internal Glazing)**

Expansion of Abu Dhabi International Airport

**2015- 2017 Position**

**:**

**:**

**Khatib and Alami (CEC), U.A.E.**

**Secretary/Documents Controller**

**Responsibilities:**

* Identify and monitor all documentation that has a dead line and advise the Project Manager of the status.
* Handling and maintaining records of all internal and external correspondences.
* Manage the distribution of documents as per the distribution advice by the project manager.
* Establish and maintain an effective filing, archiving and retrieving system for paper documents in accordance with the Company Quality Assurance procedures.
* Create and maintain a compatible system for effectively filing, archiving and retrieving electronic documents.
* Establish and maintain register for submittal such as Sub-Contractor Pre-qualification, Shop Drawings and Materials Submittals for all civil, mechanical, plumbing, Fire Fighting and Electrical. etc.
* Establish and maintain register for Technical Submittal, Document Transmittal, Method of statement, Work Inspection Request, Material Inspection Request, work Notification, Report on Concrete Casting, Engineering Instruction, RFI and NCR.
* Ensure that only the latest issue documents are available for the use by superseding all obsolete documents.
* Provide Project Manager with Daily/weekly/monthly reports for incorporation into the Project Reporting Procedure.
* Ensure throughout the project that Company procedures are adhered to and suitable records are maintained.
* Liaise with and Support Project Staff and support the Project team as a key team player.
* Where necessary undertake administration tasks as required by the engineers and other site based staff.

**PROJECT:**

**Downtown Dubai Development Opera Grand**

Opera Grand is a Prime residential Tower by Emaar at Plot 63A situated at the heart of Burj Downtown Dubai. A new residential flagship of Emaar that offers 70 Storey Tower, consists of approximately 650,000 square feet of Gross Floor Area having 251 Apartment over 66 Floors of High Living, which include 2 floors amenity floors, 2 floors F&B retail and grand entrance lobby at lower levels, more than 400 lots basement car park and 60 floors of residences. The residential component encompasses spacious sky collection and four bedroom duplexes.

**2013 – 2015**

**:**

**MBA Engineering Consultancy - Dubai, UAE**

**Position**

**:**

**Archives Clerk**

**Responsibility**

* Coordinate all activities related to the Document Control procedure, including technical documents, drawings and correspondence.
* Input data in the standard register and ensure that it is up to date.
* Makes sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable



*(Curriculum Vitae)*

* Maintain the documents and drawings under safe custody without any damage or deterioration with easy traceability
* Maintain the files and control logs as required by the project.

**PROJECT:**

A G+1 community center that consist of a grocery, a nursery and 14 leasable retail units including a cafe and family restaurant with outdoor seating, kiosks and a medical clinic all of which are designed to accommodate the needs of Mudon residents. It also includes various outdoor facilities such as a swimming pool, two tennis courts, a children’s playground and ample parking space for visitors.

**July 2008 – September 2013**

**Position**

**Responsibility**

* **Al Shafaq Building Cleaning Services , Dubai, UAE**
* **Admin Officer**
* Assisting & attending client's inquiries
* Answer and forward phone calls to responsible person.
* Monitoring fax messages, mails and e-mails as well as distribution to concerned staff.
* Assisting Manager and staff for their yearly vacation, in example ticket booking, hotel reservation, transportation service and visa arrangement.
* Preparing Quotes, Invoices and Wage Protection System (WPS) monthly as required in Ministry of Labour.
* Managing recruitment of required staff, as well as processing of Visa.
* Prepare agreement to clients according to requirement and company
* Maintain employee files and records pertaining to employment such as copy of passport, residence visa copy, contracts, health card and Labour card copy.



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