



CHARLES AMARO

Personal Profile:

Mobile No+971 507826473; +971509394018

charles.amaro@yahoo.com

Naga City, Camarines Sur, Philippines

Nationality: **Filipino**

Religion: **Catholic**

Civil Status: **Single**

Educational Attainment:

Graduate of Junior Secretarial

University of Caloocan City
Caloocan City, Philippines
Under-Graduate in Business
Administration

Administrative Skills:

- Proficient in Microsoft Office Windows XP, MS Word, MS Excel, MS PowerPoint, Internet and Outlook, ACONEX Workflows / Oracle PRIMAVERA Unifier/ SharePoint Very flexible. Adaptable and communicate effectively. Work well in a team and initiative.
- Proven organization and time management skills. Reliable, motivated and hardworking skills. Can work well independently or with a teams.
- Quality Awareness Training (as per ISO-9001:2008 in Projects)
- Able to work effectively in a team environment
- Able prioritize workload effectively
- Electronic Document Management System

Career Objective:

To secure and looking for a challenging opportunity where I can explore my experience and qualification along with the chance to get more exposure to my profession.

Provide day-to-day administration of quality document control and records management support to ensure program wide compliance with regulatory and security requirements.

Summary of Working Experience:

More than Twenty four (24) years in GGC working experienced in the field of Documentation, Administration and large scale projects in Oil & Gas, Petrochemical, Water & Power, Pipelines and Industrial sectors. knowledge of the latest approach in project documentation through Electronic Document Management System (EDMS) environment dealing with business correspondence writing, bookkeeping, encoding/processing of business transaction, maintenance of effective filling system, arrangement of business meeting/appointment, hotel and flights booking, attendance to personnel matters, project support functions. Knowledgeable in Saudi Aramco, Qatar Gas, ADCO, GASCO, BOROUGE, EMAL & ENOC. Processing of project documentation procedures with spreadsheet packages (MS Office, MSWord/Excel, and Power Point).

Working Experience:

Date: July 2012 till present

Position: Document Control Officer

Al Jaber Energy Services LLC

Abu Dhabi, UAE

CLIENTS:

- **ADNOC/GASCO**
- **MUSANADA**
- **AL HOSN GAS**
- **ABU DHABI PORTS**

PROJECTS:

- Construction of H.H. Fatima Bint Mubarak Sport Academy Project, Abu Dhabi, UAE
- Refurbishment of Sila Port – Marine & Landside Package – Abu Dhabi Port Sila
- Taweelah Gas Compressor Station Project, Taweelah, Abu Dhabi, UAE
- Critical Infrastructure & Coastal Protection Authority Accommodation Project, Shah, Abu Dhabi, UAE
- Ruwais Sulphur Handling Terminal II, Ruwais, Abu Dhabi, UAE

- Reports to Project Manager, Engineering Manager and QA/QC Manager for the Document Management, to ensure proper distribution of documents according to project communication matrix. Assisting Engineers in preparation of tender submissions in terms of paper & computer works.
- Ensure that all documents are submitted to their pre-designated departments before the required submission date expires, as a document controller we must prepare these documents in a timely manner. Supervise staff members as they compile the needed documentation regarding the submission of certain forms of documentation so that the documents can be prepared early.
- Keeps track of all company records by looking through both hard files and computer data base files on a regular basis.
- Ensure that all incoming documents (such as drawings vendor and construction and other related company documents) are properly stamped and distributed on timely manner according to distribution matrix.
- Prepare and maintain comprehensive project technical documentation receipt and transmittal logs and document status records.
- Update MDR/EDDR on weekly basis of Weekly/Monthly Progress Report send to Project Control/Planning Department for submission to client review/comments
- Archiving data for historical purposes. Eng.'s Doc Control, Correspondence control Contractor or Vendor Data Management. Uploading and downloading all Project Document and drawings to ACONEX/MODIFIER ORACLE & SHAREPOINT.
- Provide proper technical numbering for Project shop drawings, MOS, CALCULATION, and PQN. Ensure change on document reflected and updated the relevant documents as required in achieves.
- Responsible in the handing over of technical and vendor documents such Operation and Maintenance Manual, As built and Dossiers like Mechanical Completion Dossiers (MCD), Quality Control Dossiers (QCD), Hydro Test Dossiers (HYD), Loop Test Dossiers (LTD), etc. Making sure that indexing, format and templates are in line with the Company Procedure.
- Maintaining Project Drawings / documents in EDMS (Aconex) System. Maintain the files and control logs as required by the project
- Assisting preparation of Payment Certificate of TAX INVOICES received from Supplier/Vendors.

Gama Power System Engineering & Contracting – Amman Jordan

DISI Water Conveyance Project, Jordan (Consist of 55 deep water wells, (600m) 350 KM

Position: **QA/QC Document Control**

December 03, 2010 – to July 10, 2012

Client: DIWACO

- Receive all technical documents such as drawings, reports, specification etc. in order to register them in the system.
- Responsible for receiving and register of all Incoming Request for Inspection (RFI) from Subcontractors Company, Civil, Electrical, Mechanical and Internal / External Application obtaining signature from the Client and distribute to all QC Engineers & Inspectors for their necessary action.
- Responsible for receiving and register of all out going / incoming Non-Conformance Reports, Site Inspection Reports and Site Observation, prepare draft letter for submission to Subcontractor for their necessary action. Updates Ongoing and Close out Status.
- Identify the respective internal and external recipients for all incoming documents, make clear and legible copies and distribute as per their necessary action.
- Update of Weld Log Register. Keeps track of all company records by looking through both hard files and computer data base files on a regular basis. In the process of keeping track of any changes occurring with these documents, highlights any type of document modifications so that these changes can be viewed by upper management and employees.
- Submission of company Procedures such as, Inspection Test Plan, ITP and Method Statement (MOS) for getting approval from Client and submit to subcontractors for their necessary action.
- Safekeeping, Hard Copies and electronic files of all QA/QC Files to be ready at all times for turnover to client.
- Retrieves copies and distributes documents as requested by the site Supervisor & Engineers
- Uploading the scanned Correspondences / documents RFI's on the Server Network for fast & easily viewing for all the Staff & Managers, Records outgoing mails, circulation and distribution of correspondence to all Project Staff electronically.

Dutco McConnell Dowell (ME) LLC – Dubai, United Arab Emirates

Expansion/Construction of Enoc Plant in Jebel Ali, Free Zone, Dubai, UAE

Position: **Document Control**

August 17, 2007 – to September 10, 2010

Client: EMIRATES NATIONAL OIL COMPANY- ENOC, Dubai, UAE

Client: EMIRATES ALUMINUM - EMAL, Abu Dhabi, UAE

- Adherence to Policies & Procedures of ISO Documentation System
- Controlling of all Engineering Documents / Drawings pertaining to projects.
- Prepare Master Document Register (MDR) and continually update.
- Identify the respective internal and external recipients for all incoming documents, make clear and legible copies and distribute as per instruction with requisite transmittal note. Issue new documents to respective department with transmittal note and obtain acknowledgement for same and maintain this transmittal
- Issue all outgoing documents and drawings through transmittal with unique alpha / numeric identification, keeping and maintaining all records. For all outgoing documents, record transmittal notice information in the relevant document register.
- Receive all Documents and Drawings pertaining to the projects, checking with Master Document Register (MDR)/Vendor Document Register (VDR) as per the document / drawing number, title and revision.
- Make void / supersede the old revision documents / drawings and maintain these documents / drawings for reference purpose.
- Controlling of Documentation of Design & As-Built Drawings, Technical Submittals, Material Submittals, Test Reports, RFI's, NCR's, and Correspondences etc.
- Co-ordinate with respective Projects Managers and update them on documents status. Communicate with Client and follow up for return documents.
- Prepare Project Dossier and Method Statement Risk Assessment submits to Client.
- Implementation of document flow matrix and numbering system.
- Maintain all electronic documents received from clients/ subcontractors/ vendors and other parties and upload /download to common server Share point for quick viewing of whom requiring it.

Descon Engineering Limited – Abu Dhabi, United Arab Emirates

• Construction and Installation of Furnace in Borouge Polyester Ruwais, Abu Dhabi UAE

• Refurbishment of 5 Tanks ADCO for Onshore Operation in Jabal Dana

Position: **Document Control**

March 6, 2005 – to July 10, 2007

CLIENT: ADCO/BOROUGE

- Maintain/update Master Document Register database and Master Document Control File. Track changes and previous revisions of the documentation/correspondence.
- Print out and distribute correspondence and documentation to all parties concerned
- Prioritize and store both soft and hard copies of all documents and correspondence.
- Inform all parties concerned about new project documents/correspondence issues/revisions.
- Perform tasks and duties for the project document control stated in Document Control Procedure.
- Regularly update the project team on the new incoming document/correspondence.
- Ensure all outgoing correspondence/documentation is sent and tracked properly in accordance with Document Control Procedure.
- Support the project team in document/correspondence preparation and transmittal/sending.
- Stamp and dates all incoming documentation/correspondence for distribution.
- Keep/update both electronic and paper documentation/correspondence of the project.
- Compile and maintain control records and related documents to release blueprints, drawings and engineering Documents for manufacturing and other operating departments, ensure compliance with applicable processes and procedures.

Descon Engineering Limited – Doha Qatar

Construction of Qatar gas Debottlenecking Plant in Ras Laffan, Doha Qatar

Position: **Site Secretary**

November 2002 – to December 17, 2004

- Provide administrative/technical assistance to Project Director, Site Manager, Construction Manager including their core of engineers, assist in processing weekly progress report, typing minutes of meeting answer phone call, maintain and Provide administrative/technical assistance to Project Director, Site Manager, Construction Manager including their core of engineers, assist in processing weekly progress report, typing minutes of meeting answer phone call
- Updates manpower files. Provide overall administrative and housekeeping function of Office

McConnell Dowell Saudi Arabia – Riyadh, Saudi Arabia

Construction of Document Communication System, Riyadh Refinery

Position: **Sr. Site Administrator** - June 1998 – to December 2000

Client: SAUDI ARAMCO

- Maintaining personnel information including all records and documents associated with the sourcing and/or employees.
- Arranging transportation and accommodation requirements for Junior/Senior Staff and field manpower.
- Ensuring timekeeping control are established and maintained, regularly audited and timecards issued to the Accounting Department.
- Maintaining Field Petty Cash requirements, encoding and submitting monthly summary to the Accounting Department. Liaison with regards to updating personnel visa, license etc.
- Preparing daily personnel status returns to Aramco, input on plant and equipment from the Superintendent.
- Maintain Logs for all long distance and international faxes and telephone call. Safeguard the security of confidential documents including personnel records and under no circumstances distribute restricted information with the prior approval of Project Manager.
- Updates all maintenance files and manpower/ equipment. Carry out special instruction as require by the Project Manager.
- Prepare and process Saudi Aramco gates passes for all McConnell Dowell Employees, Visitor, Equipment and Vehicles.
- Monitoring Site Staff / Labor Allocation, Transfer etc.
- Ensuring preparation of daily reports and submission to Manager on a daily basis
- Assisting QA/QC Department in their day-to-day activities.

Petrocon Saudi Arabia – Riyadh, Saudi Arabia

Construction of SCECO Power Plant 9, Riyadh

Position: **Engineering Secretary** - January 1997 – to March 1998

Client: SCECO: Saudi Electric Company

- Collect soft and hard copy of project documents scan and upload documents in the system as per the established procedures and ensure that records are captured and managed according to relevant standards and best business practices.
- Receive all technical documents such as drawings, reports, specification etc. in order to register them in the system.
- Maintain controlled documentation using documentation management system including conducting day-to-day document quality checks, maintenance and version control of electronic and paper documents and monitoring electronic folder structure in order to ensure alignment to the organization's requirements.
- Provide notification of updates as required to registered document users, which may include issuing controlled hard copies and providing email notification of the update in order to ensure that users are provided with the latest document versions. Administrative Support
- Provide weekly report of all deliverable.
- Provide administrative/technical assistance to Area Manager, including his core of engineers, assist in processing weekly progress report, typing minutes of meeting answer phone call, maintain and updates manpower files, and custodian of office supplies.
- Arrangement of flight booking for business travel/holidays vacation of company employees.

Daewoo Saudi Arabia – Riyadh, Saudi Arabia

Construction of Water Conveyance Pipeline in Riyadh Refinery, KSA

Position: **Administration Secretary** - December 1994 – to December 1996

Client: SAUDI ARAMCO

- Responsible for entire Administration and personnel matters of the site office. Assisting management by providing necessary valuable reports. Arranging additional local manpower supply.
- Purchase of all local office supplies. Arranging maintenance of camp facilities, receiving visitors, keeping confidential matters and necessary follow up, maintaining individual personnel files.
- Preparing periodical report and other data's and reporting the management with manpower reports such as iqama residence visa, manpower category, report of IDS/equipment, driver's license & operators and assisting daily time check and site distribution of wages.

Philippines National Bank – Philippines - Position: **Accounting Clerk**

Far East Bank & Trust Company – Philippines - Position: **Accounting Clerk**

Kentucky Fried Chicken – Foodmine, Incorporated – Philippines - Position: **Accounting Clerk**

CHARACTER REFERENCES:

1. Mr. John Ellwood
Email address: ellwood_john@yahoo.com.au
2. Juanito Bautista: Planning Manager – E-mail: juanito.bautista@mcdgroup.ae Mobile No. +971503882506
3. Jesper Salmon: Sr. MEP QS Mobile No. +971 507872864
4. Mr. Edward G. Cue, Owner and President – Jones International Manpower Agency – 0063 5225156 / +632 5227006 – E-mail Add: jones.intl@gmail.com

I hereby certify that the above statements and dates are true and correct to the best of my knowledge and belief.

Charles Amaro