

BENNETTE TULOD



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WEBSITES, PORTFOLIOS, PROFILES

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PROFESSIONAL SUMMARY

A Document Controller with a proven ability to establish and maintain an effective filing and archiving system for paper documents and electronic documents and files in accordance with company and archiving procedures. With almost 15 years of experience in a contracting company processing extensive knowledge of: electronic data management system, supplier document controls, electronic filing system, LCI/DFO final handover and also equipped with secretarial functions and procurement skills. Easy going by nature and able to get along with both work colleague and senior managers, currently looking for a suitable document controller or administrative position.

WORK HISTORY

Document Controller 11/2021 – 07/2024
Al Jaber and Partners Construction and Energy Projects, Doha

PROJECTS HANDLED:

Period of Work : Nov 2021 – Jul 2024
Designation/Role : Document Controller
Project : Roads and Infrastructure in Al Khraitiyat & Izighawa
Phase 1 – Package 01
Client : Ashghal
Project Cost : 200,000QR

- Apply procedures for distribution, filing, collect comments, and coordination of information flow to engineering documents for assigned project
- Handled incoming correspondence and technical information, distributing as directed.
- Resolved issues related to documentation and associated information.
- Manages the timing for information flow and comments collection.
- Expedites documents related activities by Vendors, Contractors, Engineering team.
- Completed procurement documentation, including order forms and invoices
- Assist in liasing, organising and managing transport of goods
- Helped to assimilate key documents for company-wide projects.

- Maintains database records and archiving of Tender Documents, Proposals/Tenders, Contract Documents both in soft and hard copy.
- Prepares presentations, correspondence, and performs other clerical/administrative duties as needs arise.
- Identifying different types of documents such as specifications, engineering drawings, correspondence, financial records and project deliverables.
- Updating Material Submittal, Shop Drawing Submittal, Request for Inspection, Inspection Report on a daily basis.
- Support in defining, organizing and managing Final Project.

Document Controller/Secretary, 03/2009 - 11/2021
Bojamhoor Trading & Contracting Company, Doha

PROJECTS HANDLED:

1. Period of Work : Mar 2021 – Nov 2021
Designation/Role : Secretary/Document Controller
Project : Design & Build of Bus Stop Shelters Associated Infra
Client : Ashgal
Project Cost : 199,000,000QR
2. Period of Work : Oct 2017 – Mar 2021
Designation/Role : Head Document Controller
Project : Construction New College of Law – Qatar University
Client : Qatar University
Project Cost : 295,000,000QR
3. Period of Work : Jul 2016 – Oct 2017
Designation/Role : Head Document Controller
Project : Modification of 42 Schools and Kindergartens
Client : Ashghal
Project Cost : 100,000,000QR
4. Period of Work : Jan 2013 – Jul 2016
Designation/Role : Head Document Controller
Project : General Cleaning Project
Client : Ashghal
Project Cost : 200,000,000QR
5. Period of Work : Apr 2011 – Jan 2013
Designation/Role : Secretary/Document Controller
Project : National Security Shield
Client : National Security Shield
Project Cost : 400,000,000QR
6. Period of Work : Mar 2009 – Apr 2011
Designation/Role : Assistant Document Controller
Project : Al Wajba Guards Residence
Client : PEO
Project Cost : 900,000,000QR

- Maintained collection of audio, visual and digital material in systematic order.
- Flagged damage to archival items to maintenance and restoration team.
- Carried out secure destruction and disposal of sensitive documents.
- Made interlibrary loans to assist users access desired materials.
- Reviewed documents for accuracy, immediately notifying supervisor of errors.
- Created and completed critical company documents in line with best practices.
- Receive, check, accurately record into DMS and distribute all project drawings and documentation in an efficient and expeditious manner as requested by engineers.
- Trained team in document control and records management best practices.
- Developed technological solutions for user information-related issues.
- Amended documents accurately, communicating and redistributing to relevant personnel where necessary.
- Handled incoming correspondence and technical information, distributing as directed.
- Resolved issues related to documentation and associated information.
- Shared documents at key times to facilitate timely project completion.
- Sourced essential books and journals to offer library users well-rounded collection.
- Managed requests for access to documentation, maintaining confidentiality.
- Utilized specialized applications to collect and preserve digital information.
- Gathered information and prepared data for use in reporting and documentation.
- Oversaw document management for various corporate projects.
- Maintains system and procedures to track processing of documents such as correspondence, minutes, reports, payment requests, change notices, change orders, claims, requests for information, submittals, schedules.
- Implement and maintain a coordinated and consistent filing system.

Analyst, 11/2006 - 04/2008

Grand Cement Corporation (Taheiyō), San Fernando, Cebu City Philippines

- Worked closely with stakeholders to define key performance indicators (KPIs) and establish metrics for processes and projects.
- Monitored KPIs and tracked continuous progress to evaluate efficacy of business solutions.
- Analysed complex data sets and studied impacts on business growth and operational efficiency.
- Identified departures from agreed-upon procedures and standards and helped close gaps.
- Documented process flows and implemented requirements for functional improvements.

SKILLS

- Computer Oriented - MS Application
- Achiever & Fast learner
- Ability to work under pressure and minimal supervision
- Very good attention to details and skills in admin function
- Can do multitasking (can do Secretarial function and Procurement
- Friendly, Supportive & team player
- With Strong written and verbal skills
- Excellent Organization Skills, prioritization and time management Skills
- Leadership
- Team building

EDUCATION

University of Cebu, Philippines, Philippines, 06/1997 - 03/2001
Bachelor of Science in Commerce : Major in Banking and Finance

PERSONAL INFORMATION

- Place of birth: Cebu City
- Date of birth: 12/05/80
- Gender: Male
- Nationality: Filipino

HOBBIES AND INTERESTS

Music, Playing Tennis, Hiking, Outdoor Activities

REFERENCES

References available upon request.