# MARK DOMINIC A. CORPUZ
## Bin Omran, Doha Qatar
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## PROFESSIONAL SUMMARY

- 10 years of Senior Document Controller, Administrator,

- Experience as Document Controller MEP, Oil and Gas Brownfield and Greenfield facilities using EDMS system

- Strong IT knowledge and Experience in (Sketchup,VRay SharePoint, 2d & 3DAutocad )

- Configure new hardware, install and updated the software packages

- Strong communication skills, both verbal and written

- Experience with full size drawing plotters and high volume copiers / scanners

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## AREAS OF EXPERTISE

- EDMS - Electronic Document Management System

  - ACONEX System
  - ICAPS System
  - Mircrosoft Outlook
  - Adobe Photoshop
  - MS Office package

- PC Networking and Troubleshooting

- Autocad ,2D,3D Max)

- Sketchup

- Oracle 8 Administrator/ SQL and PL/SQ

- Experience with WRENCH

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## CAREER EXPERIENCE

**Senior Document Controller / Administrative**         **(2016-    Present)**
Engie Cofely Mannai Facility Management – Doha Qatar

- To provide support to the Department's Head in terms of Training of the DCC Team, clerical tasks of the department and the EDMS Management
- To function as Lead Document Controller in every awarded project
- To work with various project teams and vendors - to plan, monitor, control the creation and update of engineering drawings / documents and generate regular reports on them during various stages of projects
- To be primarily responsible for coordination and maintenance of Company's technical drawings and documents repository in EDMS
- To ensure all Company, vendor and contractor / subcontractor documents / drawings / communications and transmittals for various projects in P.D are logged and indexes
- Facilitate document / drawing package preparation and printing whenever it is necessary
- Scanning and processing of redlined submittal documents and Construction Dossiers whenever it is necessary
- Ensure secure transfer of documents to and from Company to third party using the standard FTP platform
- Coordinate and Verify digitization of Company's documents / drawings and their transfer to storage media

- Routinely perform periodic performance and quality checks:
    - To enforce document control system requirements
    - On existing and new drawings / documents,
    - On digitization of new and existing drawings/documents and
    - On documents being uploaded properly to various Document management system modules.
- Management of various contractors related to document management and archiving

**Procurement /Admin Functions**
- Responsible for HR work related on site
- Prepare Purchase Request (PR) and create LPO in the system
- Process petty cash request and invoices/payment
- Receive Invoice and Delivery Note for the material delivery Receive in Store.
- Maintains procurement records such as items or services purchased, costs, delivery, invoice and inventories and prepare the reports as and when required.

**Document Controller**          **(2013 - 2016)**
**Chiyoda Almana Engineering LLC** – Doha Qatar

- Managed All aspect of Project Document Control electronically parallel to all hardcopies.
- Respond to queries regarding revision and Document Number.
- Maintains project database in Electronic Document Management environment
- Carry out various functions related to document control, archive, document imaging and maintenance of databases/registers.
- Scan and Upload the Document file and Native file in Document Management System.
- Assisting in the management, implementation, and administration of the company's electronic document management system (EDMS).
- Supervises registration, numbering, copy distribution and filling of all documents and drawing in accordance with the procedures and systems established.
- Preparing Monthly report for all deliverables.
- Filing and log in material submittals, RFI's form for Inspection report and ensures that all inspection records are complete.
- Prepare material submittal for approval to the Contractor, to prepare progress report every week and end of the month to ensure all other discipline activities the required inspection within the activity have been inspected and approved.
- Maintain documentation for projects under taken by Contracting Division making in use the project numbering system for easy traceability and proper filing (soft and hard copy).

**Document Controller**          **(2010 - 2013)**
**Como Facilities Management Services** - Doha Qatar

- Gathering of Data's and perform data entry for asset registry and validation.
- Issuance of Work orders and update status in the Computer System.
- Prepare invoices, reports, memos and other documents ;
- Open, sort, records and filed and distribution of incoming correspondence, including faxes and email.
- File and retrieve documents, records, and reports, filing of scanned documents.
- Perform general office duties such as ordering supplies , materials request and conduct inventory.
- Receiving materials and create part code to all received materials.
- Prepare leave application, loan application, handling petty cash.
- Prepare Monthly timesheet and other related jobs.
- Maintain control registers for incoming and outgoing documents.
- Validate all the files and control all the documents.
- Maintaining Hard and Soft copy Documents.

**IT Administrator**                                                   **(2009 - 2010)**
**Designpro Construction and Developme nt Inc. – Manila Philippines**

- Install and perform minor repairs to hardware, software, and peripheral equipment, following design or installation specifications.
- Set up equipment for employee use, performing or ensuring proper installation of cable, operating systems, and appropriate software.
- Monitors the performance of systems, services and the network.
- Evaluates network hardware and software requirements and capabilities and makes recommendations.
- Checks systems to optimize performance and to initiate recovery action after system failures.
- Provides support to and trains users in local area network administration and usage.
- Manages computer operation scheduling, backup, storage and retrieval functions.
- IT staff to ensure that the computer system platform provides sufficient computing resources to deliver the desired level of business performance.
- Encode reports, data and statistics,
- Configure new hardware, install and update the software package

## E D U C A T I O N

Bachelor of Science in Computer Science – (2005 -2009)
La Fortuna College, Philippines