



- To ensure all documents status are to be closed as well as to implement and maintain a coordinated and consistent filing system which are up-to-date and in accordance with QAQC procedures.
- Prepare the status reports of incoming and outgoing documents on weekly and monthly basis.
- Ensure quality/safety goals are achieved on the project and oversee implementation of quality and safety procedures on the project/road works.

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**Aljurf Development Projects, UAE Document Controller/ Administrative Assistant (May 2013 – September 2014)**

**Job Responsibilities**

- Responsible for receiving, logging, tracking, filing, monitoring and reporting status of material submittals, drawings, inspection request, notice of intent, method of statement, daily report etc. to the consultant and client. Respond to internal and external drawing and document requests.
- Expedite and track the review and approval of engineering deliverables and vendor documentation to ensure effective and timely turnover and archiving of project records.
- Liaise with the project teams to understand work plans and associated service requirements from document control and to ensure smooth and effective communication and quick response.
- Maintain adequate and proper filing for all pertinent documents to ensure smooth and effective access.
- Monitoring of material and drawing detailed summary reports in Orbits from the technical department and update the project managers.

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**Public Works Authority (ASHGHAL) Doha Qatar Document Controller – SECONDMENT (May 2011 - July 2012)**

**Job Responsibilities**

- Manage and process documents for ongoing projects through proper coordination within PWA project managers, consultants and contractors within day-to-day activities.
- Carrying out quality checks of incoming and out-going correspondences and technical documents in accordance with Primavera contract management before registering, distributing & uploading into the system and to ensures safety storage, proper implementation, report compliance and effectiveness of project documents retrieval.
- Coordination with the document controller of consultants and contractors for receipt of outstanding documents and follow-up and to ensure that the requirement of the documents for the projects are properly handled and their outstanding and pending issues are resolved in timely manner.
- Conduct progress meeting for document controllers of design / supervision consultants and contractors and prepares weekly document status reports periodically for management information and follow-ups.
- Adhering and enforcing company policies and procedures related to project data management by supervising a team of document controllers (design / supervision consultants and contractors).

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**CEG International - Engineering Consultancy Doha Qatar**

**Document Controller / Pre-Contract Executive Secretary**

**(July 2007 – May 2011)**

**Job Responsibilities**

- Assist, support and coordinates with project management team, manage and control a document on multiple projects.
- Manage the proper flow of documents and monitor the status of all correspondences.
- Carrying out quality checks of all incoming and out-going correspondences, documents and drawings...etc. in accordance with company project quality document management before registering, distributing & uploading into the EDMS system
- Collect, organize, scan and upload project documents in Aconex per projects and to file technical documents as per discipline / document code in accordance with the project filing system.
- Provide administrative assistance to head of pre-contract engineering department in facilitating administrative matters
- Receiving drawing's / document's comments sheet from client, updating to master data base, hard copy & soft copy distribution.
- Maintaining proper control of document / drawing numbers in compliance with set standard protocol of the company.

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**Presidential Commission on Good Government, Manila Philippines Administrative Assistant (June 2005 – July 2007)**

**Job Responsibilities**

- File documents to their corresponding account codes for future references, maintains both manual and electronic filing systems, facilitates the distribution of correspondences, update filing system, register logs, etc.)
- Reconcile the monthly abstract of collection from the Bureau of Treasury.
- Prepares report and analysis for the deduction of taxes and remittances of employees.
- Comply with the company records management for controlled and not controlled documents
- Prepare document performance reports for status, progress and forecast and generate monthly update reports

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**National Amnesty Commission, Manila Philippines**

**Executive Secretary**

**(December 2003 – April 2005)**

**Job Responsibilities**

- Provide steadfast administrative support to the chairman, executive director and the commissioners

- In-charge for the various incoming and outgoing correspondence, minutes of meeting, resolution and other documents produced and collected by the different departments.
- Encode / type correspondences, faxes, photocopies and perform other tasks assigned by my immediate superior.
- Administer an effective system of retrieving documents and to update files in accordance with the quality management procedures.
- Assist and prepare notice of meeting/agenda and monitor the daily events such as meetings of the chairman.
- Handle petty cash / office supplies and do some accounting jobs.
- Attending to various guests / visitors of the chairman with regard to their appointments / meetings.
- Assist in the organization of large-scale events such as conferences, presentation and awarding ceremonies.

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**Engineering Design Consultancy, Manila Philippines      Document Controller/Secretary      (July – December 2003)**

**Job Responsibilities**

- Keep all incoming and outgoing logs up to date and distribute documents to all relevant project team.
- Provide general administrative support in a punctual, friendly and courteous manner.
- Assist in preparing, distributing, receiving, analyzing, presenting all tendering documents for subcontractors and suppliers' requirements
- Coordinate with the project managers for the proper flow of documents and monitoring of status of all correspondences.
- Maintaining electronic data management system to support the project management team for all project documentations and materials.
- Maintain a systematic filing, archiving system for the safekeeping and to facilitate easy retrieval of all documents at a later date.
- Prepares weekly update reports for the project managers

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**Kellogg Brown & Root, Basilan Philippines      Project Secretary      (January- July 2003)**

**Job Responsibilities**

- Registering internal and external documents
- Attend to customers / clients with regard to their appointments / meetings
- Handling various documents and typing correspondences and perform any other tasks assigned by my immediate superior.
- Stamp and receive all incoming mails and record serially in the register log and assign numbers.
- Allocate the incoming mail to concerned personnel and distribute accordingly.
- Operates telephone, gets and convey message to concerned persons.
- Filing of letters / documents, training courses and invitations.
- Send faxes and make photocopies as required.
- Prepare notice of meetings
- Update all files in accordance with the quality management procedure

**Employment History**

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2017 – Present	Italconsult - Doha Qatar
2016 – 2017	Redco International - Doha Qatar
2014 – 2016	WS Atkins & Partners Overseas - Doha Qatar
2013 – 2014	Aljurf Development Projects - UAE
2011 – 2012	Public Works Authority (ASHGHAL) - Doha Qatar
2007 – 2011	Consulting Engineering Group (CEG) - Doha Qatar
2005 – 2007	Presidential Commission on Good Government (PCGG) - Philippines
2003 – 2005	National Amnesty Commission - Philippines
2003	Engineering Design Consultancy - Philippines
2003	Kellogg Brown & Root - Philippines

**Personal Details**

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