

PERSONAL DATA

NAME : JOSELITO N. OCAMPO JR.

POSITION : Document Controller

DATE OF BIRTH : 04 AUGUST 1979

NATIONALITY : FILIPINO

LANGUAGE SPOKEN / WRITTEN : ENGLISH & TAGALOG

CONTACT DETAILS : +63-9380521070

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A. SUMMARY OF BACKGROUND

With over (10) years of experience in document control system application/implementation. Exposed in power and process plant construction projects that applies document system control application. (5) Years of experience work with company in abroad (KSA) such as Al Rushaid Construction Company (ARCC-EEI). (5) Years of experience work with company in abroad (Doha,Qatar) Tedeschia Construction Enterprises Ltd.

DUTIES & RESPONSIBILITIES

- Centralized Control of Document System.
- Develops, established and implements controlled and effective information system within the project/company, as well as workable communication system with other entities in the project/company.
- Assures easy retrieval of project records.
- Established and implements continuous upgrading of Project Record Index to centralize the classification, coding, indexing and filing system of all project document records.
- Centralizes control of project record reproduction and documentation costs.
- Trains and upgrade personnel.
- Implements of quality and safety policies.
- Experience in managing records within an Electronic Document Management System.
- Receives and registers Client provided document for detail engineering or construction engineering project, including in-house generated document.
- Controls issuance of document numbers, including maintenance of proper document registers for detail engineering or construction engineering project.
- Maintains specifically assigned project database/s.
- Ensures proper document classification, sorting, filing and proper archiving.
- Reviews completeness of documentation and prepares document transmittals.
- Prepares and maintains AFC and As-built photostat books for detail engineering or construction engineering project, either for in-house use or for onward transmittal to Client during project closeout.
- Performs document quality check in accordance to Company engineering document control procedures.
- Ensuring all drawings / documents are up to date as possible.

WORK EXPERIENCES

<u>Company / Date</u>	<u>Project</u>	<u>Position</u>
Archer Manpower Services Inc. January 2021 – July 2021	Molex Integrated Philippines Bundagul, Pampanga	Safety Officer 2

Duties and Responsibilities:

To develop, implement and promote occupational safety and health programs in the workplace. To advise and assist the employer in complying with the provisions of the Standards, especially in the submission of the reporting requirements.

<u>Company / Date</u>	<u>Project</u>	<u>Position</u>
Central Summit International Leisure Hotel Inc. April 2019 – September 2020	Midori Clark Hotel and Casino	Document Controller

Duties and Responsibilities:

Coordinate all activities related to the Document Control Procedure, input document data into the standard registers ensuring that the information is accurate and up to date. Typing of documents, and follow up of all the needs of each department. Maintain the documents under safe custody without any damage or deterioration with easy traceability.

Tedeschia Construction Enterprises Ltd. September 2012 – August 2017	Strategic Military Facilities Al Udeid Air Base Doha, Qatar	Document Controller
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Duties and Responsibilities:

Coordinate all activities related to the Document Control procedure, including technical documents, drawings, and commercial correspondence. Input document data into the standard registers ensuring that the information is accurate and up to date. Typing of site documents, and follow up of all the site needs. Maintain the documents and drawings in the Document Control office under safe custody without any damage or deterioration with easy traceability.

<u>Company / Date</u>	<u>Project</u>	<u>Position</u>
AL RUSHAID CONST. CO., LTD. December 2010 – February 2012	SAMCO PROJECT ACRYLIC ACID PLANT Jubail, Al-jubail, K.S.A	Sr. Document Controller

Duties and Responsibilities:

Receives all incoming documents. Determines filing category and makes input to the automated document/drawing control databases. Maintains the organization's suspense system. Records all dispatched documents in the document/drawing control systems.

Retrieves documents and maintains the automated distribution log. Performs other administrative responsibilities associated with the project as may be appropriate.

<u>Company / Date</u>	<u>Project</u>	<u>Position</u>
AL RUSHAID CONST. CO., LTD. May 2008 – December 2010 & RO Desalination Plant)	SHUQAIQ-II IWPP Project (340MW x 3 Oil Fired Power Plant Shuqaiq, Jizan Province, K.S.A.	DCS ENCODER / DCS SITE-IN-CHARGE

Duties and Responsibilities:

Ensures proper document classification, sorting, filing and proper archiving. Reviews completeness of documentation and prepares document transmittals. Performs file backup to ensure proper storage and archiving of electronic registers. Prepares engineering project reports, as may be required.

<u>Company / Date</u>	<u>Project</u>	<u>Position</u>
AL RUSHAID CONST. CO., LTD. Dec.2007 – May 2008	Sharq 3rd Expansion Ethylene Plant Project Eastern Petrochemical Co. Jubail 1, Al Jubail, K.S.A	DCS ENCODER

Duties and Responsibilities:

Ensure the correct and timely Report issuance particularly standard files in relation to the productivity quality targets of the Operations Department. Check the information quality of documents; ensuring that these are properly registered in the system. Provide suggestions on process improvements.

AL RUSHAID CONST. CO., LTD. Sept. 2007 – Dec. 2007	Sharq 3rd Expansion Ethylene Plant Project Eastern Petrochemical Co. Jubail 1, Al Jubail, K.S.A.	WELDER
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Duties and Responsibilities:

Produce quality work, meeting requirements of plans, specifications and industry standards. Perform all other job related duties as requested by supervisor. Install all other items in accordance with the applicable plans and specifications. Use appropriate hand and power tools to properly measure, cut, assemble, weld and install all types of pipe and/or similar tubular products.

EDUCATIONAL ATTAINMENT

A.Course

COURSE : GENERAL RADIO COMMUNICATION OPERATOR (Graduated)
DATE : 30th March 2000
UNIVERSITY : UNITED SCHOOL OF SCIENCE AND TECHNOLOGY

COURSE : ASSOCIATE IN MARINE TRANSPORTATION (Graduated)
DATE : 3RD April 1998
UNIVERSITY : INTERNATIONAL MARITIME TECH. INST. FOUNDATION

SECONDARY :MALATE CATHOLIC SCHOOL (Graduated)

PRIMARY : MALATE CATHOLIC SCHOOL (Graduated)

B.Special Courses / Seminars Taken

- ISO 9001:2008 Awareness Seminar
- 5'S Good Housekeeping Seminar
- DCS Application Orientation & Seminar

C.Software Used

- EDMS (Electronic Data Management System)
- Aconex