

Dennis Agtarap

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7829 Beachwood St., Marcelo Green, Parañaque, Philippines



PROFESSIONAL SUMMARY

An Aeronautical Engineering graduate with 6 years Document Controller and 2 years CAD Engineer experience wherein a jack of all trades with many clerical / administrative skills

WORK EXPERIENCE

Document Controller

May 2023 - Present

Coerco Group – Deployed Ph • Australia (remote) - Pasig, Philippines

- Preparation of Manufacturers Data Report (Handover for Billing)
- SharePoint Files Management
- Creation of Forms, Templates and Spreadsheets with Automation
- Assist in preparation of schedule
- Updating of Master Files Registry

Document Controller

May 2022 – May 2023

Aidea Inc. • Makati, Philippines

- Sharepoint Management
- Documentation (Tracking of Correspondences and Submittals)
- Minutes of Meeting
- RFI/RFA Monitoring and other Design Management Tracking Log

Document Controller

Jun 2021 - Mar 2022

Tosung Const. Php Inc • Pampanga, Philippines

- Process Planning and Expenditure of Site Materials and Admin Related Expenses
- Minutes of Meeting
- Manpower Accomplishment Reporting
- Submittals
- Work Permit / Access related Task
- Administrative Works (Filing, encoding, etc)
- Site Manpower Monitoring
- Daily Reports

Office Engineer / Admin

Jan 2021 - May 2021

MJ Construction • Tarlac, Philippines

- Process Payroll for site personnel's and staffs
- Purchase materials for construction site usage
- Draft and assist for the Progress Billing Application
- Conducts Orientation for newly hired personnel's
- Site cost controlling

Document Controller

Nov 2018 - Dec 2020

BAUER Foundations Inc. • Quezon, Philippines

- Processing: generally involves receiving and stamping of all incoming documents, scanning, copying, printing and uploading; preparation of design submission packages; updating electronic registers (i.e. in Excel); inputting of data and the movement of controlled data within the Project Site; also maintaining and update the team's hard copy library such as the Project Registry, files/records and the document itself, and deals with any other associated activities.
- Documentation: mainly consists of design data such as drawings, calculations, reports, specifications, etc. Submission from sub-contractors and their responses following review by Client / Interested Parties / Consultants (drawings, method statements, ITP's, as-built etc.), RFI's and their responses, and so on.
- Draft emails/letters on relevant matters related to construction engineering document submissions in consultation with superior.
- Assist with report creation by following up with concerned person for inputs, collating information together and getting the data ready on time for presentation/meeting.
- Preparing Document Transmittal; receive and send external & internal couriers related to project site documentation then re-direct to intended recipients based on its content.

Document Controller

Oct 2016 - Oct 2018

Abdul Ali Al-Ajmi • Riyadh, Saudi Arabia

- Coordinate all activities related to the Document Control. Procedure, including technical documents, drawings and commercial correspondence.
- Input document data into the standard registers ensuring the information is accurate and up to date.
- Generate the various document control reports as required.
- Typing of site documents, and follows up of all the site needs
- Make sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable.
- Maintain updated records of all approved documents and drawings and their distribution clearly.
- Maintain the documents and drawings in the Document Control Office under safe custody without any damage or deterioration with easy traceability.
- Maintain the files and control logs as required by the project.

CAD Engineer

Nov 2014 - Sep 2016

LUX Corporation • Makati, Philippines

- Create and edit drawings for Japanese Houses.
- Define, create, and maintain development methodologies, Procedures and standards

CAD & Documentation Specialist

Sep 2013 - Nov 2014

Linde Phil Inc. • Ortigas, Philippines

- Serve as draftsman for customer gas installation providing Design, shop and as built drawings (P&ID, Isometric and layout).
- Serve as primary documentation officer for generating and compiling requirements for hand-over documents, project logs and the application of government permits / Vacuum Insulated Equipment.

Desktop Computer Technician

Motorstar • Manila, Philippines

Apr 2010 - May 2010

- Assemble desktop computer parts by parts and provide basic software
- Trouble shoots computer

EDUCATION

Bachelor of Science in Aeronautical Engineering

PATTS College of Aeronautics • Parañaque

Jun 2008 - Mar 2013

SKILLS

- Microsoft Word
- Microsoft Excel
- Sharepoint
- ACONEX
- AutoCAD
- Sketchup
- Microsoft Power Point
- Solidworks