



DARWIN A. ABITRIA

Birthday: March 1, 1992

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Work Experience: 10 Years

SUMMARY

- Dependable Factory / Warehouse Worker. Excellent teamwork skills and timely organization. Helped reduce workplace accidents through strict adherence to OSHA regulations. In addition to my current designation, as a previous Document Controller, coordinating with client Project Management Consultant and Sub-Contractors document control team for daily transmissions and all other document control related issues. Proficient in Aconex. EDMS Software, SAP, Microsoft Office Applications, Outlook, Adobe Acrobat Professional. Well experience to set-up and manage project Document Control System specialized in document numbering procedures revision control and plan and organize electronic / hard copies archiving retention and disposal of technical documents as per standard project guidelines.

EMPLOYMENT HISTORY

- **Delivery Driver (Self Employed) Sedan / SUV**

Lalamove

Metro Manila, Philippines

September 2023 – Present

- ⊗ Loading, unloading, transporting, and delivering items to clients or businesses in safe and timely manner.
- ⊗ Reviewing orders before and after delivery to ensure that the orders are complete< the charges are correct and the customer is satisfied.
- ⊗ Assisting with loading and unloading items from vehicles.
- ⊗ Accepting payments for delivered items.
- ⊗ Adhering to assign routes and following time schedules.
- ⊗ Abiding by all transportation laws and maintaining a safe driving record.
- ⊗ Providing excellent customer service, answering questions and handling complaints from clients.
- ⊗ Preparing other documents relating to deliveries.

- **Warehouse Worker**

Kornat Ittica D.O.O

Biograd Na Moru, Croatia

November 2022 – August 2023

- ⊗ Maintaining a clean workstation and production floor.
- ⊗ Assembling products.
- ⊗ Following production guidelines and specifications.
- ⊗ Finalizing and packaging products for shipment.
- ⊗ Operating and maintaining machinery and production line equipment.
- ⊗ Monitoring the assembly line and removing faulty products.
- ⊗ Working on the production line and meeting production targets.
- ⊗ Reporting any issues to the supervisor on duty.
- ⊗ Performing other tasks as assigned.
- ⊗ Added label and staple tag to boxes as they come down an assembly line.
- ⊗ Evaluate samples of products and the operating machines for packaging.
- ⊗ Assess the quality of readymade commodity and record accurate outcomes at specific times of the production operations.
- ⊗ Store goods and raw materials properly in warehouse.
- ⊗ Carry out basic quality and testing checks.
- ⊗ Lift / carry items or material up to 50kg.

- **Document Control Coordinator Specialist**

ANELMEP Maintenance & Operations L.L.C

Doha, Qatar

September 2020 – November 2022

- ⊗ Prepare and coordinate all kinds of correspondence related to technical documents, drawings, commercial correspondence and project activities according to document control procedure.
- ⊗ Prepare and finalize technical submission (PQ, Material, Drawings, RFI, etc.)
- ⊗ Distribute approved documents and drawings to relevant personnel / department.
- ⊗ Reviewing and checking documents and drawings before submitting to client.
- ⊗ Using Oracle Aconex as Cloud-base Operation Management for managing and process information.
- ⊗ Prepare submission and responded document summary (percentage) for Planning Department.
- ⊗ Support Commercial Department for preparing supporting documents for preparation of Payment Application.
- ⊗ Managing and updating of Contract Document Deliverables.
- ⊗ Supports internal audits, coordinating activities in backroom and ensuring timely response to Documentation requested for auditors.

- Ⓞ Check and responds to corrective actions related to Document Control, and external Standards.
- Ⓞ Responsible for coordinating document change orders, facilitates review, approval and retention
- Ⓞ Document Control Daily Routine activities, including distribution of documents, maintaining electronic folders, tracking and retrieval of documents.
- Ⓞ Create SAP records for all material orders.
- Ⓞ Prepare SAP expenses for monthly liquidation of project budget for Admin related works.
- Ⓞ Managing the monthly project budget for Admin operation and related works.
- Ⓞ Managing the Admin related jobs in the site and supports the HR Department.

- **Design Engineering Document Controller**

Hyundai Engineering & Construction

Doha, Qatar

May 2020 – September 2020

- Ⓞ Reviewing and checking documents and drawings before submitting to client.
- Ⓞ Using Oracle Aconex as Cloud-base Operation Management for managing and process information.
- Ⓞ Prepare submission and responded document summary (percentage) for Planning Department.
- Ⓞ Support Commercial Department for preparing supporting documents for preparation of Payment Application.
- Ⓞ Managing and updating of Contract Document Deliverables.
- Ⓞ Supports internal audits, coordinating activities in backroom and ensuring timely response to Documentation requested for auditors.
- Ⓞ Check & responds to corrective actions related to Document Control, and external Standards.
- Ⓞ Responsible for coordinating document change orders, facilitates review, approval and retention
- Ⓞ Document Control Daily Routine activities, including distribution of documents, maintaining electronic folders, tracking and retrieval of documents.
- Ⓞ Maintain registers of all receipts and issues or submission of documents with client and subcontractors.
- Ⓞ Ability to control the flow of documentation, archiving, filing, document handover activities for the Project Sites.
- Ⓞ Using Microsoft Outlook for sharing Documents related to the project.
- Ⓞ Ensuring that all archived documents were stored in compliance with the relevant health and safety regulations.
- Ⓞ Maintain the entire document management system to improve working practices.
- Ⓞ Ensure accessibility, traceability and accuracy of documents.

- **Project Controls Document Controller**

Salini Impregilo

Doha, Qatar

January 2014 – February 2020

- ⊗ Maintaining and implementing the Document Control System.
- ⊗ Administrate the Oracle Aconex online Document Management System.
- ⊗ Assigning roles in Aconex, setting up new user accounts.
- ⊗ Managing and updating of Contract Document Deliverables.
- ⊗ Supports internal audits, coordinating activities in backroom and ensuring timely response to Documentation requested for auditors.
- ⊗ Supports user requests for documentation and Document Control procedures internal and external.
- ⊗ Check and responds to corrective actions related to Document Control, and external Standards.
- ⊗ Responsible for coordinating document change orders, facilitates review, approval and retention of all company documents.
- ⊗ Responsible in preparing and updating of Company Organizational Chart.
- ⊗ Document Control Daily Routine activities, including distribution of documents, maintaining electronic folders, tracking and retrieval of documents.
- ⊗ Maintain registers of all receipts and issues or submission of documents with client and subcontractors.
- ⊗ Ability to control the flow of documentation, archiving, filing, document handover activities for the Project Sites.
- ⊗ Day to day liaison with Project Control Staff to ensure efficient and effective control of all documentation either internally or externally.
- ⊗ Using Microsoft Outlook for sharing Documents related to the project.
- ⊗ Ensuring that all archived documents were stored in compliance with the relevant health and safety regulations.
- ⊗ Maintain the entire document management system to improve working practices.
- ⊗ Ensure accessibility, traceability and accuracy of documents.

EDUCATIONAL BACKGROUND

Tertiary: Philippine Christian University
Bachelor of Science in Information Technology
2008-2013

SKILLS / COMPETENCIES

- ⊗ Strong communication skills
- ⊗ Good administration and coordinating skills
- ⊗ Problem solving and reasoning ability
- ⊗ Interpersonal abilities
- ⊗ Teamwork
- ⊗ Computer and technical literacy
- ⊗ Leadership and strong public relation
- ⊗ Flexibility, Adaptability, and managing multiple priorities
- ⊗ Able to manage a multi-tasking work
- ⊗ Ability to organize several projects and meet goals
- ⊗ Accustomed to a fast-paced work environment and dealing with a variety tasks and responsibilities in an efficient and accurate way.
- ⊗ Expertise in ACONEX (EDMS)
- ⊗ SAP user
- ⊗ Typing speed 60 WPM
- ⊗ Typing accuracy
- ⊗ Attention to detail
- ⊗ Time management
- ⊗ Attention to details
- ⊗ Ability to research and collect data
- ⊗ Self-motivation
- ⊗ Professional and pleasant telephone manner
- ⊗ Technical troubleshooting skills
- ⊗ Patience
- ⊗ Good interpersonal and customer service skill
- ⊗ Ability to explain technical issues to technical and nontechnical customers.
- ⊗ Driving Skills
- ⊗ Delivery Skills

I hereby declare all the above-mentioned information is true and best of my knowledge.

Darwin Abitria