



Curriculum vitae

Personal Information

FIRST NAME / SURNAME

RIZUEL L. ACALA

ADDRESS

MUBARAK ABDULLAH AL SUWAIKET Sons
P.O.Box 4228
Al Khobar-31952,KSA (Current Address)

TEL

+966597515384

EMAIL

riz_69ners@yahoo.com
rizuelacala@gmail.com

NATIONALITY

Filipino

DATE OF BIRTH

August 5, 1978

GENDER

Male

DESIRED POSITION

**Document Controller / Information
Technology (IT)**

Work Experience

DATES

27th Jan. 2016 to Present

POSITION

Document Controller / QC

RESPONSIBILITIES

- Control and Receiving documents, drawings from affiliate/contractors, subcontractors and controlling the flow of received documents to all departments.
- Filling soft and hard copy of all necessary documents and drawings for each discipline.
- Maintain hard copies of all technical records of painting and text books.
- Every serial/code number for RFI has been carefully checked prior to filling
- Provide and submit daily reports to main contractor base on daily working progress and status on site.
- Maintain list of all available documents and drawings.
- Documentation review, routing, copying and filing.



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- Input all DIA inch through QMIS SYSTEM and checking RFI submitted by the QC INSPECTOR are with PID PMT signature.
- Handle all kinds of communication by preparing memorandums of internal & external within company and various clients.
- Filing Scaffolding Handover and checking Time Sheets and Invoices.
- Effectively involve in team works.

Employer / Address Type of Business

-M.I.A Arabia/(K.B.R) / Aramco Manifa , KSA
Construction

- Mubarak Abdullah Al Suwaiket Sons Construction
Co. / Al-Khobar 31952, KS
QC Document Controller
30th Nov. 2015 to January 2016

-SKE&C Engineering and Construction Document /
Aramco-Wasit Gas Plant Khursaniya Jubail, KSA
QC Controller/Permit Receiver
March 5, 2014 to September 29, 2015

-Leyte Park Hotel / Tacloban City, Philippines
Plate/Pipe Welder

- Weld Carbon Steel Plates & Pipes using SMAW.
- Fit up Weld Materials.
- Repair Welds.

July 2012

-Al Milling Corporation/ F&G Enterprises/Tacloban City
Coordinator

- Planning.
- Facilitating the activities of the people.
- Communication or relation of the people.

May 2011

Education and Training

DATES	2006-2010
QUALIFICATION AWARDED	Bachelor of Science in Information Technology (BSIT)
PRINCIPAL STUDIES	Bachelors Degree
INSTITUTION	Eastern Visayas State University (EVSU) Tacloban City, Philippines

Skills and Competences

2010
Technical Education and Skills Development Authority
National Certificate II Shielded Metal Arc Welding
(SMAW)
RTC Tacloban City, Philippines

LANGUAGE SPOKEN English, Filipino, Arabic
OTHER LANGUAGE(S)

COMPUTER SKILLS AND COMPETENCES Operating System
Software's
: Windows 95, 98, 2000, & XP, Windows 7.
: MS Office (Excel, Word, Power Point, Internet)
Excellent

ADDITIONAL INFORMATION Document Controller and Information Technology (IT Programming and Engineering experience), excellent communication and inter-personal skills, Self starter, reliable and hardworking, flexible and a team player, business minded and loves to mingle with business people.