

Dear Sir/Madam,

Please regard this as an application for a suitable position (Sr. Document Controller/Executive Secretary/Receptionist) currently available in your establishment.

I believe I possess a mix of knowledge and skills developed with my academic studies that would be of definite benefit to your firm. I am also confident that my ability to develop and maintain strong working relationships will be realized as an immediate asset to your team.

A keen and quick learner, I am always looking to increase my expertise and personal growth. I am looking for a position that provides opportunities for career minded professional development which, I believe, results in long-term success for both the firm and personal objectives.

The enclosed resume provides an overview of my qualifications and personal details. After you have reviewed it I would welcome an opportunity to meet with you, at your earliest convenience, to discuss the opportunities within your organization.

Yours sincerely,

Olinda Fernandes



Olinda Fernandes CV domolu2727@gmail.com
mob+ 971 50 5348741

CAREER PROFILE

I have 12 years of experience as a Receptionist/ Executive Secretary /Document Controller in the UAE with the Construction industry. Familiar with the working environment and requirements of Contracting Firms as well as Consultancy Firms. Proficient in Document Control Management Systems: ACONEX, EDMS, InfoTracker, Database Proposals, Oracle Primavera Contract Management and Livelink. Have ability to take initiative and completing the tasks on time with quality. Able to maintain a professional and positive attitude at all times. Have the ability to multi-task while maintaining the focus on priority assignments.

POSITION APPLIED

Sr. Document Controller/ Executive Secretary/ Receptionist

PERSONAL DETAILS

D.O.B. 27th September 1980
Married Indian on Transferable Visa

EDUCATION QUALIFICATIONS

S.S.C on March 1998 from St Joseph Convent High School, Mumbai, India
SYJC on March 2000 from Mithibai College (Commerce), Mumbai, India

EMPLOYMENT HISTORY

KEO International Consultants, Abu Dhabi, UAE

August 2013 – till present

Document Controller

Her role involves Electronic Document Management and Information Systems and Technology operations.

- EDMS includes: Live link, Primavera Contract Management and Aconex. Preparing projects transmittal, letters, invoices, staff timesheets and monthly reports for Client Submission.

- Receiving /logging in the Incoming correspondence related to the projects.
- Preparing for outgoing correspondence logging-in & dispatch/track/monitor/coordinate/follow-up.
- Maintain the record of issue, status and location of all controlled documentation, including shop drawings, method statement, material submittals, sample submittals, IR'S, MDS, RFIs, RRFIs, NCRs, Contracts, NOAs, LOIs, EI's, SWI's, Payment Certificates
- Day-to-day update of in-out log register, meeting minute's log, preliminary & other necessary registers.
- Maintaining project correspondence (hard copies/digital copies) which can be stored. Chase input (internal & external) for weekly dashboard reports compile RFI Log PDF & upload to ACONEX for Client. Update monthly business reports.
- Keep a backup of all Incoming/Outgoing ACONEX mails, faxes & transmittals on daily basis Recommending and maintaining internal departmental procedures, standards for project documentation procedures. Expediting drawings and documentation as per project requirements. Checking the quality of minutes, monthly reports etc.
- Monitoring all drawings and documentation requirements as outlined by pre-set schedules to ensure deadlines are met.
- Forwarding material to clients along with official transmittal document.
- Planning and preparing meeting schedules with Client and Authorities. etc.
- Managing in-house and off-site archiving. Approving weekly timesheets and managing timesheet hours to ensure hours are within budgeted time frames. Excellent English communication skills, both verbal & written.
- Strong team player with high level of initiative. Able to meet assignment schedules and deliver quality results under pressure.
- Providing technical guidance to co-workers.
- Organize the copies of hard copy & softcopy documents, incoming and outgoing effectively.
- Update all logs on weekly basis and circulate to the team for the under review submittals.
- Manage the Aconex system and keep active master hard copy filing of project related technical documentation. Scanning of documents for distribution as PDF copies to designated recipients.
- Prepare Daily Attendance for all staff and forward to Client for information on daily basis.
- Maintain hard copies of all Contractors daily reports/ Consultant Outgoing correspondences to Client-Contractor – Authorities. Weekly Deltek-Client Submission Timesheet email reminder to all staff.
- Prepare Leave Schedules of all staff for Client Approval. Comply with procedures for the baseline, revision and distribution of controlled documents.
- Arrange Teams Meeting and backup the meeting recordings. Sending Client Covid-19 Reports on daily basis for Consultant/Contractor.

Document Controller

Knowledge of Electronic Document Management and Information Systems and Technology operations.

- EDMS includes: Aconex, Info Tracker & Database. Establishing and maintaining a library of reference documents.
- Keeping a record of various reporting procedures of the company's quality standards.
- Correlating information relating to projects and proposal records.
- Type, copy, distribute and file the project correspondence and meeting minutes. Assist in the preparation of the MOM with the Projects Manager and Directors. Assists in preparing a "mock up" of operations manual (e. develops the index, binders, dividers, etc., and ensure timely printing and assembly) and/or job data books (pull drawings and documents, develops index, coversheet, dividers etc., timely reproduction and assembly).
- Arranges document cataloguing, packing and long-term storage disposal of appropriate engineering documents at time of project closeout.
- Prepares transmittals for Engineering documents and requisitions. Establishes and maintains files and computerized indexes for active Engineering documents.
- Generates electronic/hardcopy reports as needed by the project managers or directors.
- Maintain an establish data distribution system and schedule for the assigned project based upon client, project and supplier requirements. Archiving the documents.
- Using the Online Request for the pickup of Archived boxes. Maintain excellent service ability to the entire team.

Secretary / Document Controller

Reports directly to the General Manager.

- Responsible in screening all code calls before transferring to the GM.
- Provide administrative support mainly correspondences.
- Arrange appointments for meetings and travel bookings.
- Update monthly business reports.

- Handle clerical works such as encoding and filing of documents, petty cash, quotations etc. Implementing Document Control Procedure for the proper flow of documents.
- Maintain the record of issue, status and location of all controlled documentation, including drawings, method statement, material submittals, sample submittals, RFIs, RRFIs, NCRs, Contracts, NOAs, LOIs, Payment Certificates. Dispatch documents and comments internally and externally as per distribution matrix and DCC Procedure. Organize the copies of hard copy & softcopy documents, incoming and outgoing effectively.
- Maintain the updated Master Document Register. Maintain accurate record of the receipt and issue of transmittals.
- Ensure record keeping system as per Company Quality Policy. Responsible for Project Submittals.
- Operate office equipment.

KEO International Consultants, Abu Dhabi, UAE

August 2010 - June 2012

Document Controller/Receptionist

J-L Gulf Consultant Engineering

September 2009 – July 2010

Secretary / Document Controller

*Gulf Automation Services and Oilfield Supplies
(GASOS)*

January 2009 – August 2009

Secretary/Document Controller to Technical Department & Executive Secretary to the
General Manager

Bin Hamoodah Company

November 2008 – January 2009

Receptionist / Secretary

Effort Marketing Pvt Ltd (HSBC Credit Card Department), Mumbai, India
April 2001 – March 2002

Tele Marketing/Sales Executive

- Ensure all lead generation activities are tracked on the database.
 - Follow up campaigns such as mailings and events in order to generate leads. Allocate leads to salespeople in a timely manner and ensure follow up.
 - Ensure ongoing maintenance of leads generated through daily/weekly contact with salespeople.
 - Explained products or services and prices, and answered questions from customers.
 - Maintained records of contacts, accounts.
 - Obtained customer information such as name, address and entered orders into computers
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RELEVANT PROJECT EXPERIENCE

Khalifa City A, Abu Dhabi, UAE (KEO Project)

Khalifa City B, Abu Dhabi, UAE (KEO Project)

Mohamed Bin Zayed City, Abu Dhabi, UAE (KEO Project)

Saadiyat Beach Villas, Abu Dhabi, UAE (KEO Project)

Nation Towers, Abu Dhabi, UAE (KEO Project)

Cleveland Clinic, Sowwah Island, Abu Dhabi, UAE (KEO Project)

Al Ain Stadium & Mixed Use Development, Al Ain, UAE (KEO Project)

Infrastructure Services for Masdar HQ & Siemens HQ, Masdar City, Abu Dhabi, UAE (KEO Project)

Masdar HQ Utilities, Roads & Car Park, Masdar City-Abu Dhabi, UAE (KEO Project)

Permanent Access Road and Infrastructure to Al-Khaznah Data Centre and Ryan International

School - Masdar City-Abu Dhabi, UAE (KEO Project)

22kv Line and TSE Line Extension, Masdar City-Abu Dhabi, UAE (KEO Project)

Al Khazna Data Center Roads Works – Masdar City-Abu Dhabi, UAE (KEO Project)

Plot Enabling/External Access Roads & Infrastructure Designs for Masdar City – Abu Dhabi, UAE (KEO Project)

Construction of Phase 1 Internal Road and Utilities, Airport Road Access – Masdar City – Abu Dhabi – UAE (KEO Project)

Masdar Visitor Center – Abu Dhabi – UAE (KEO Project)

Design & Building for Comprehensive Repairs and Maintenance for Existing Utilities Tunnel – Masdar City – Abu Dhabi – UAE (KEO Project)

Construction of Phase 2 Road and Utilities – Package 1 at Masdar City (KEO Project) Masdar City Metro Boulevard Road, Utilities and Public Realm (MASDAR), Abu Dhabi UAE.

Construction of M-Plots Streetscape & LRT Road Mock Up Area (MASDAR), Abu Dhabi, UAE
Construction of Enhancement and Rehabilitation of Existing Jogging and Cycle Track
Various Projects in AECOM

COMPUTER SKILLS

MS Windows, MS Word, Excel, PowerPoint & Office

LANGUAGE KNOWN

English, Hindi & Marathi