



# JEFFREY BALCITA

## Senior Document Control Specialist

### PERSONAL:

#### Address

Tayabas, Quezon  
Philippines

#### Phone

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#### Email

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#### Linkedin

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### EDUCATION:

Bachelor of Science

Major in Computer Science

Adamson University

1999 – 2004

### INDUSTRY KNOWLEDGE:

Document Management

Project Management

Railway System Project

Oil & Gas Quality Control

Production/Warehouse Mgt.

Logistic Operation

Engineering, Procurement, &  
Construction (EPC)

### PROFILE

- Experienced Document Control, QAQC Coordinator, Accounting Personnel, Inventory, Administrative, etc. for more than 15 years.
- Efficient and exposed in Railway Project, Oil & Gas Operation, Administrative Roles, Warehouse/Production, Electronic Document Management System (EDMS), Quality Control, Logistics, Engineering, Procurement, and Construction (EPC).
- Have excellent leadership and professionalism, flexible, fast-learner, and result goal oriented.
- Ability to organize workload and manage a filing methods and management techniques.
- Computer literate particularly in Microsoft Office applications with knowledge in Oracle, ACONEX, Citrix, FileNet, JDA, SAP, and Encompass.

### WORK EXPERIENCE

#### Rail System Document Control Specialist

AKKA Middle East (Dubai, Route 2020 Metro Project) - Jebel Ali, United Arab Emirates

Nov. 19, 2017 – June 30, 2020

- Ensure all documentation provided is as per Client quality formatting requirements.
- Performs projects document management activities, managing the distribution matrix for release and control of project documentation.
- Nominated for registering documents thru ACONEX especially for the codes and document review sheet.
- Process, control and administer incoming and outgoing documents (correspondences, submittals, transmittals, specifications, drawings, etc).
- Responsible for the correct implementation of document control practices, systems, procedures and processes.
- Responsible to process the documents under the subsystem of Track, Platform Screen Doors, Depot, Telecommunication, Automatic Fare Collection, Rail Management Systems, Signalling, etc.
- Authorize to edit and/or format the document. Formatting may include correcting templates, fonts and style, pagination and numbering and other activities that may be required to achieve a client's documentation requirements.

#### Technical Document Controller

Larsen and Toubro (Riyadh Metro Line 3 Project) Railway Project – Riyadh, Saudi Arabia

June 21, 2015 – Nov. 15, 2017

- Overall assigned in preparation and submission of drawings/documents to Construction Department.
- Upload, download, and creating transmittal of documents thru Aconex such as reports, Comment Resolution Sheet (CRS), drawings, method statement, etc. for submission.
- Review the drawings or documents if all are accurate based in Document Numbering Procedure before submitting to Construction Department.
- Maintain documents transmittal log ensuring that all documents/drawings have been issued to Construction Department or to intended personnel.
- Responsible in handling preparation of all shop drawings for RMTC submission for approval.

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### CORE COMPETENCIES:

Manage performance

Flexibility and Adaptability

Problem-Solving

Teamwork/ Collaboration

Professionalism/ Work ethic

Organize

Attention to details

Ready to take responsibility

Quick learner

Good interpersonal skills

Proficient in Microsoft Office

Electronic Document  
Management System (EDMS)

### COMPUTER SKILLS:

Microsoft Office Suite

Excel

Word

PowerPoint

EDMS

ACONEX

SAP

Encompass

Oracle

Citrix

FileNet

### LANGUAGES:

English

Tagalog - Native

- Notifying the involved party for tracking appropriate action on the pending documents.
- Work closely and liaise with Engineers in all matters relating to drawings for site.

### Lead QAQC Document Controller

Venture Gulf Engineering (Occidental Petroleum of Qatar Ltd.) - Al-Khor, Qatar

Dec. 5, 2012 – Dec. 5, 2014

- Establish and maintains efficient and cost effective methods of filing and document management systems by developing standard procedure and utilizing integrated electronic database management workflow system (EDMS) and computerized inventory and retrieval system.
- Supervise and provide necessary technical support to document control staff to implement efficient document control and records managements systems and procedure.
- Coordinate with requestors, buyers and even main suppliers thru e-mails and phone calls at all times.
- Input data in Citrix system and process checklist from Oracle BI Discoverer.
- Review the material details and certificates based in purchase order.
- Release of approved materials and issue to warehouse the QC passed documents of materials.
- Notify the buyer and supplier for all the materials with issues or lack of certificates.
- Issue Non-Conformance Report (NCR) to all materials on hold more than 15 days.
- Weekly checking of MRO and DMP files if purchase order has been created, approved, and issued.
- Maintain QA/QC Logs, file all the completed documents, and scan to FileNet for electronic filing system.

### Accounting Personnel

Readyman Inc. (Li & Fung Company) J&J Phils / L'oreal Phils / GlaxoSmithKline - Philippines

May 11, 2011 – Dec. 4, 2012

- Analyze production report daily (date, description, quantity, cost, PO, recipient, etc.) in a worksheet for able to monitor the day to day activities.
- Forward/mail all encoded production report to its respective recipient every 25th of the month to GR in SAP System.
- Review the report after principal send the approved production report with corresponding GR number and cost.
- Prepare and compute total cost per project.
- Make invoice with total amount per recipient to bill the principal.
- Report total revenue and accrual of the company every month.
- Doing SLA (Sub Ledger Accounting) and Dashboard analysis to check the productivity of activities.
- Delegate tasks effectively and analyze reports to improve efficiency and output.
- Prepare the bills using Oracle to request and process invoices.
- Review budget expenses, payroll entries, invoices, and other accounting documents.
- Process all billing invoices (manpower invoice and expenses) to Oracle System for payment.
- Gathered all expense invoices for replenishment/reimbursement.

## INTEREST:

Basketball

Playing chess

Reading

Photography

Exercise

Internet surfing

## CERTIFICATES:

ACONEX

OXY HSE

## REFERENCES:

Senthil Ganapathy

*Civil Structural Design Mgr.*

*Larsen & Toubro*

*Saudi Arabia*

Jonathan Petit

*Regional Director*

*TMC*

*United Arab Emirates*

Paolo Tanet

*Technical Manager*

*Salini Impregilo*

*Australia*

Jun Siadan

*Project Administrative*

*NESMA, Neom Project*

*Saudi Arabia*

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- Oversee the production processes, giving rudimentary instructions to ensure all operations ran smoothly.
- Monitor and request packaging materials and other supplies of the company.

### **Inventory / RQI Processor / Document Control**

Toplis (Li & Fung Company) Jollibee Phils Company - Libis, Quezon City Philippines

August 2010 – February 2011

- Coordinate with RQI warehouse-in-charge if there is back order and charges of item.
- Distribute Request Quality Inspection (RQI) sheets for the back order items.
- Make a worksheet to monitor all RQI sheets with corresponding disposition.
- Report the RQI with disposition to principal for the charges (destination, trucking, delivery details, etc).
- Process and input the RQI disposition to Oracle System.
- Ensures that all RQI sheets has corresponding disposition before end of the month.
- Maintain proper document storage and handle the retrieval of document task efficiently.
- Maintain a computer database of all filed documents that ensures fast retrieval if needed.
- Monitor and request materials and supplies of the company every month.

### **Inventory Specialist**

Stores Specialists, Inc. (Rustan Group) - Makati City Philippines

October 2005 – December 2008

- Checking of SKU on tag of merchandise item vs. actual item before distribute on their designated location.
- Input and make Transfer Listing (TL) using JDA system.
- Record and monitor incoming and outgoing of items.
- Update the Inventory Monitoring Sheet (IMS) of good and record all damaged items for adjustment.
- Schedule physical inventory every 6 months.
- Notify the department responsible for filing adjustment claims as to whether or not shipments are damaged or incorrect.
- Maintain records and keep on track of stocks.
- Print monthly report of Inventory Monitoring Sheet to be forward to warehouse manager.
- File all the records for reference purposes.

### **Office Administrator**

Yamato Tradeline Network, Inc. - Pasay City, Philippines

November 2004 – 2005

- Clerical works and record all membership forms of applicant.
- Update the application records.
- Provide analysis and reports.
- Forward reports to Supervisor every month end.
- Interact with applicants and members.