


JEFFREY TOLENTINO

Document Controller



Email: jeffrey.tolentino198527@gmail.com

Phone: +966-543879213

 Neom-Tabuk Saudi Arabia

SUMMARY

Having Twelve years (12) of experience in clerical/office tasks locally and abroad (Document Controller/Admin Assistant. Highly organized Document Controller with experience in managing and preserving important documentation. The ability to ensure documents are up to date and compliant with regulations and providing document control support to project teams. Maintaining and organizing documents in an electronic filing system. Careful to check and verify documentation to prevent errors and minimize rework. Experienced in building document structures, maintaining standards and securing files for needs.

EDUCATION

01-Feb-2013	Computer Science College Diploma. Gateways Institute of Science and Technology. Technical Education Skills and Development Authority, Pasig Philippines
06-Nov-2024	NEBOSH-National Examination Board in Occupational Safety and Health International General Certificate in Occupational Health and Safety -UK based. Abu Dhabi, United Arab Emirates.
Jul-Mar-2023	Nursing Assistant Health Alliance Training Center Al Khobar Saudi Arabia

QUALIFICATIONS

- **ARAMCO** Approved Record Controller
- **NEOM Trojena-BECHTEL** approved Document Controller- BEC-WTRAN-100847
- **IOSH**-Institute of Occupational Safety and Health- IOSH Managing Safely- UK Based. Doha Qatar
- **OSH Occupational Safety and Health Training**- 30-h General Industry Safety and Health- OSHAcademy Professional Development program- Saudi Arabia.
- Health and Safety in a Construction Environment Certificate -Academy for Health & Fitness.
- **Basic Life Support**- American Hearts Association 235603675457 (Dammam Saudi Arabia)
- **CPR, AED, and First Aid** Certification-National Health Care Provider Solutions
- Computer literate (Microsoft Office)
- Hard-working and flexible.
- Ability to work independently and as a part of a team.

WORK EXPERIENCES:

Mar-12-2024, up to date.	HSE Document Controller KELLER Company Ltd. Project: 4800000936 - SKI Village Micropiling Foundation- Trojena- NEOM
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- Create and maintain an efficient document control system including document numbering, filing Sorting, and archiving.
- Preparation of Daily and monthly Checklists for Equipment, machines, tools Vehicles etc.
- Maintain a record of daily observations/corrective actions of HSE done by HSE officers of site activities, TBT, and activity briefing. Assist teams in scanning and organizing documentation.
- Ensure that all HSE records are accurate, up-to-date, and easily accessible, supporting the company's commitment to safety and regulatory compliance.
- Responsible for managing and maintaining all health, safety, and environmental (HSE) documentation within the organization.
Assist in the preparation of HSE reports, audits, and inspections by providing required documentation and records.

Feb-2020 to Feb-19-2024

Document Controller- Purchasing Department, Saudi Services for Electro Mechanic Works (SSEM). Riyadh Saudi Arabia

- Evaluating suppliers, products, and services, and ensuring that approved purchases are cost-efficient and of high quality.
- Review all vendors and suppliers
- Maintain purchase records and other important data
- Negotiate pricing and supply contracts
- Ensure that the products and supplies meet quality standards
- Work with team members to complete duties as needed
- Maintain and update a list of suppliers
- Preparation of Placement of Orders (Purchase Orders, Variation Orders, Work Orders, letters, etc.) as per company format and procedures.
- Monitoring and responding to the correspondence as required and doing the task as advised by my Superior.
- Coordinated with site personnel and suppliers, getting approval for the required documents.
- Other office task scanning, emails, coordinated with other departments/projects, keeping records of P.O.s, receipts- Invoices/Delivery Notes, and other procurement-related documents.

Sep-2019 to Feb-2020

Document Controller to the Project CEO-SSEM Riyadh Saudi Arabia

- Consolidated and submitted a Bi-weekly report to the GM.
- Cross-checking on request requirements of P. O's, Invoices, Material and Manpower requests, Lumpsum, Allowances, Budget, and other miscellaneous before CEO approval.
- Filed accurate weekly, monthly, quarterly regulatory paperwork and maintained organization to support smooth audit processes.
- Verified accuracy and integrity of supplied data against established standards. Kept documents moving in proper flow by applying strong organizational, planning and multitasking abilities.
- Reviewed incoming documents for accuracy and compliance with established procedures.

- Assisted in the development of filing systems and protocols for document management.
- Evaluated various forms of documentation and reports for accuracy and completeness, identified deficiencies and advised on appropriate corrective measures to improve information details or processes.
- Maintained database containing purchasing, suppliers and personnel information.
- Submitted project documentation to management for approval, transmitting approved documents to customer.
- Collaborated with department heads to ensure that all documentation meets the required standards.
- Performed file backup to properly store and archive electronic registers.

Jan- 2019 to
Sep 2019

QA/QC Record Controller SSEM City Infrastructure Project, JEC. Reverse Osmosis & Sewage Treatment Plant (6600038300) ARAMCO.

- QA/QC DC task as per advised.
- Submission of weekly reports, reports for PQI, Quality Monthly Report
- Maintaining all correspondence and other transmittals from the contractor in a systematic way to always facilitate an easy reference.
- Monitored the status of documents in circulation to ensure timely completion.
- Filed accurate weekly, monthly, quarterly regulatory paperwork and maintained organization to support smooth audit processes.
- Set up documents for individual projects based on specifications.
- Administered document access and revision rights to personnel to maintain documentation integrity.
- Developed filing systems to store paper or electronic records according to established procedures.
- Verified accuracy and integrity of supplied data against established standards

Jul-2-2016, to
Aug-5-2018

Document Controller/Admin Assistant -Axis Inspection Ltd. (Bhaglaf Aziziah, Al Khobar Saudi Arabia)

- Preparation of employees' Applications for different clients in SABIC and ensuring that all the updated required documents are being attached along with the applications.
- Keeping employee files and other important documents hard and soft copies updated.
- Preparation of monthly attendance report from site and yard- Employees' daily work reports and through Biometrics system.
- Preparation of employee's ID card through ID printer/system and operating photo printer.
- Entertain the concerns/complaints of employees to address by the departments concerned.
- Monitoring all employees' SABIC ID and preparation for renewal, checking valid documents such as iqama from the muqem portal, medical reports, insurance cards, Subcontract agreements, passports, etc.
- In charge of accepting new arrival employees and orientation about Company rules and procedure
- Check and verify employees' monthly timesheets as per attendance.
- Responsible for the safekeeping of all employees' documents.
- Communicate through e-mails and phone calls

Nov-28-2013, to
Mar-4-2016

Logistics Planner- Fibrefill Manufacturing Incorporated (Pasig Philippines)

- Scheduled pickup and delivery appointment.
- Set a delivery schedule based on customer requirements against stock availability and accomplish route planning.
- Notify logistics personnel for instructions and delivery schedule.
- Report to Managers any discrepancies but take initiatives to expedite resolving problems.
- Printing and preparation of Delivery Receipts & Sales Invoices (data management system).
- Accepting calls, scanning, faxing, and sending emails.
- Filing documents (Delivery Receipts, Sales Invoice, Gate pass, etc.).
- Respond to the inquiries of the Auditor for weekly audits.
- Printing and preparing barcodes for finished goods.
- Create weekly trucking bills and provide monthly reports.

Jul-22-2012, to
Nov-27-2013

Warehouse Coordinator -Fibrefill Manufacturing Inc. (Pasig Philippines)

- Maintain and update inventory records of all raw materials, finished goods, maintenance tools, etc. according to type, quantity, and value of material, sale, equipment, merchandise, or supplies stocked.
- Count materials or supplies in stock and post total D15:F17ls to inventory records using a computer system manually.
- Verify computer data with a physical count of stock rectify the errors then investigate and report reasons for discrepancies if any.
- Gather information from warehouse personnel about incoming and outgoing items or goods.
- Monitor raw materials critical level, re-ordering, and coordinate with the consumer department.
- Report on any stock issues to manage and place product orders as necessary.
- Conduct physical count for a month-end inventory of items- finished goods, raw materials, and those working in process items.
- Provide monthly reports.
- Maintain the cleanliness and safe working area

OTHER TRAININGS:



EME-Performance and Feedback Discussions at Keller-26-Jan-2025

EME-Code of Business Conduct -24-Sep-2024- Keller Academy

ME-Whistleblowing, Anti-Bribery and Anti-Fraud Policy-11-Mar-2025 Keller Academy

EME-Data Protection- 11-Mar-2025 Keller Academy

EME--Competition-Law—11-04-2025

PERSONAL DETAILS

Nationality: Filipino

Age: 39 y/o

Birth Date: 27 May 1985

A handwritten signature in blue ink, appearing to read 'Jeffrey Ortiz Tolentino', with a stylized flourish at the end.

JEFFREY ORTIZ TOLENTINO