



# ALBERT A. FAJARDO

Document Controller



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## PROFILE

With 18 years working knowledge and experience in the Document Control System in the oil & gas industry and construction projects in KSA and UAE. Computer literate using Microsoft Software (word, excel & etc.) and other computers programs and machines related on documentation. Proficient in using Electronic Document Management System (EDMS), Aconex, Primavera Unifier Cost Control (PCC), SharePoint and spreadsheet in monitoring and updating all related projects documentation.

## Work Experience

## EDUCATION

### Bachelor of Science in Engineering ||

Computer, Undergraduate

University of the East || Caloocan,  
Philippines

2001-2002

### High School || Diploma

Caloocan High School || Caloocan,  
Philippines

1996-2000

### DOCUMENT CONTROLLER

Tecnimont Arabia Ltd. Co. || Al Jubail, KSA || 2022 – 2025

- Implementing and maintaining document control procedures.
- Establishing and updating document control databases.
- Ensuring compliance with document management standards and regulations.
- Receiving, reviewing and distributing incoming documents.
- Classifying and indexing documents for easy retrieval.
- Monitoring document revisions and maintaining version control.
- Uploading documents to SharePoint for safe storage and backup.
- Issuing documents to the client using digital documents.
- Handing over the final engineering deliverables and vendor documents to the client.
- Issuing letters to client using D365 Correspondence Management.

## SKILLS

- Aconex
- Microsoft Office
- Documentation
- Primavera Unifier
- SharePoint

### DOCUMENT CONTROLLER

FAST Consortium Company Limited || Riyadh, KSA || 2014 – 2022

- Establish a document controlling system and set the different processes and policies required to successfully implement the system.
- Responsible for keeping all the Procurement and Contracts documentations safe and secure.
- Responsible for setting up, developing and maintaining a central filing system.
- Responsible for the activities of document control including archiving, filing and distribution of documents.
- Ensure the complete safety of documents and arrange proper place/filing cabinets to keep documents.
- Ensure the easy access to all documents whenever requested.
- Performs regular check of procurement/contracts documents to ensure that all documents are properly submitted and received back to/from other departments. To maintain a document control master data for all movements of documents.
- Responsible for updating document tracking system, validating and reporting on document review progress.
- Input Purchase Order and Contracts in Primavera Unifier.
- Uploading and submission of Completion File Package, Shop drawings, MAR, MST & ITP in Aconex via workflow.
- Assists in preparing the required details and handles some clerical accounting jobs.
- Perform other similar or related duties, as assigned by the Department Manager.

### DOCUMENT CONTROLLER

Samsung Engineering Company Limited || Abu Dhabi, United Arab Emirates || 2011 – 2013

- Coordinate all activities related to the Document Control procedure, including technical documents and drawings.
- Makes sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable.
- Maintain and accurately update information in the Electronic Document Management System (EDMS).
- Maintain and distribute documents and comments according to the Project distribution matrix.
- Ensure that all documentation, drawings and specifications are up to date and at the correct revision.
- Ensuring timely checking, approval and submission of all files and documents.
- Coordinate with other departments of the company to achieve complete and accurate documentation.
- Auditing corporate documents and ensuring that the documents going across different departments within the company are in order.
- Maintain the documents and drawings in the Document Control office under safe custody without any damage or deterioration with easy traceability.

## PERSONAL DATA

- **Age:** 42
- **Date of Birth:** November 9, 1982
- **Civil Status:** Married
- **Nationality:** Filipino

## DOCUMENT CONTROLLER

Mohammad Al Mojil Group || Dammam, KSA || 2006 – 2010

- Receiving, recording, filing, reproduction, distribution, updating and protection in accordance with the requirement of the contract. This includes approved for construction drawings furnished by client and those generated detailed fabrication and as-built by site engineering.
- File in controlled manner all identified documents collected by Engineering and documents from corresponding site support group.
- Controls the filing of issued and received documents. Received and records all projects documentation and ensures the documents are stored properly.
- Supervises data entry of technical documents in the company and ensure the correct revision and location of documents.
- Carry out quality checks on incoming and outgoing documents before uploading in the system and track receipt, distributions and review of engineering and vendor documents.
- Safekeeping and maintenance of technical records and master documents (hard copies) stored in Technical Services Library.
- Control the flow of technical library documents and file in a systematic order for easy retrieval using database logging.