

Curriculum Vitae

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I have undergone extensive training and experience in various fields, which enabled me to put into practice, the skills and knowledge acquired during my school studies in the field and proves my profession expertise and efficient organizational skills. Therefore, I consider myself where I can achieve high level of productivity. I believe that my diverse professional experience and exceptional skills will contribute for a respectable position.

Professional Experience:

- I am flexible in accepting the necessary role, circumstances and adapting to new environment.
- Experience in instituting and conducting all phases of office procedure, organizing and coordinating from for maximum efficiency.
- Progressive development of excellent interpersonal communication skills.
- Ability to work independently and institute creative improvement to allow better management workflow.
- Demonstrate accuracy, attention to detail and ability to work well in team environment.
- Highly self-motivated, assertive and focused on achievements through team work.
- Work in complex organizational environment whilst ensuring consistent delivery to customer commitments.
- Time Management all tasks to be completed in timely manner still maintaining the quality check.

Educational Skills:

- Bachelor's Degree of Computer Science from Universidad De Zamboanga, Philippines (2001-2005)
- Use of Primavera Contract Management. (PCM)
- Have basic understanding of Engineering, Procurement, and Construction & Commissioning Documents.
- Excellent in MS Suit software knowledge.
- Familiar with E-Document Management System.
- Able to work at fast-paced environment.
- Primavera: EDMS (Electronic Document Management System) the online collaboration system for the Document Controller is a fully comprehensive and easy to use source of technical information For all professional involved in the construction industry.

Work Experience:

Year	Company	Placed
May 27, 2018 - May 28 202	King Salman Armed Forces Hospital	(KSAFH) Tabuk, Saudi Arabia

Position: Office Clerk

Key of Responsibilities:

- Documents an effective and efficient internal quality assurance program.
- Updating the policy and procedures
- Scanning and documenting all incoming and outgoing letters, memo's
- Preparing daily reports.

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Year	Company	Placed
May, 2015 to June 30, 2017	Safran Test Cell	Jeddah Saudi Arabia
Position	Document Controller	

Key of Responsibilities:

- Working as QA/QC Document Controller for the Project of “14 M Jet Engine Test Cell Facility at KAIA Jeddah Kingdom of Saudi Arabia.
- Preparing and Receiving Incoming and Outgoing correspondence.
- Encode/Log, scan & file correspondence and transmittals or submittals document such as Drawing submittals, Material submittal & others relevant project document.
- Issuing IRF# to maintain and track the inspection requested by the concern Civil or MEP engineers
- Maintaining the accurate submittals log & shop drawing log.
- Scanning, filling & updating all stamp & receiving documents for reference.
- Provide documentation and support for site-installation engineers of equipment to be installed.
- Control all aspect of project documentation on multiple simultaneous projects, utilizing various methods/systems.
- Prepare operate and update Document Control Procedures in line with the Company’s Document Management Systems.
- Produce and maintain Document Progress Reports to Project Managers.
- Audit document for system periodically.
- Coordinate all drawings and document issued for review to the concerned team, distribute to third party as directed by the Project Manager.
- Control regular Audit on site construction drawings to ensure latest revisions are at points in use.
- Control issuance of document numbers.
- Reviews completeness of documentation and prepares document transmittals.
- Ensure all documentation provided is as per Client quality formatting requirements.

Work Experience:

Year	Company	Placed
April, 2012 – April 2014	Nesma & Partners Co., Ltd.	Makkah Saudi Arabia
Position	Document Controller	

Key of Responsibilities:

- Document Controller - for the Project of “Jabal Omar Development Project” in Makkah Al Mukkarama, Kingdom of Saudi Arabia
- Set up document control filling system in by organizing, labeling, and indexing.
- Maintain Achieve section up to date.
- In charge of incoming and outgoing document change orders.
- Act as help desk to project engineers regarding document matter.

Work Experience:

Year	Company	Placed
March, 2007-2009	N2L Construction Co.	Zamboanga City Philippines
Position:	Document Controller/Secretary	

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Key of Responsibilities:

- Receives and registers Client provided document for detail engineering project.
- controls issuance of document numbers
- Maintain specially assigned project database
- Ensure Proper document classification, sorting, filling and proper achieving.
- Reviews completeness of documentation and prepares document transmittals.
- Prepare engineering Project report, as may be required.
- Encode and updating the system log.
- Others if necessary

Personal Profile:

➤ Date of Birth	:	May 02, 1981
➤ Marital Status	:	Married
➤ Nationality	:	Filipino
➤ Religion	:	Islam
➤ Language Known	:	English
➤ Date of Joining	:	1 month notice Period
➤ Employment Summary	:	10 years' Exp.

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

Gilbert A. Abdurasad
Applicant