

ANGELITA SARMIENTO

Secretary / Document Controller



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Filipino



ABOUT ME

Experienced Secretary and Document Controller, with 10+ Years in Qatar

Professional Document Controller with a track record of successfully managing and organizing critical documents in compliance with industry standards and regulations. Proficient in document management systems, version control, and quality assurance processes.



SKILLS

- Interpersonal skills.
- Communication.
- Attention to Detail.
- Proficient in Microsoft Office, Microsoft Outlook, Adobe Acrobat, Google Suite.
- Data entry.
- Organization and attention to detail.
- Knowledge in ACONEX, ERP and EDMS Systems

WORK EXPERIENCE



BOOM GENERAL CONTRACTORS - DOCUMENT CONTROLLER

Mar 2024 – Present (Construction of the Arab International Academy School – Tarsheed)

Client – ASHGHAL; Consultant – AEB; Contractor - BGC

- Maintenance of document control registry.
- Recording of incoming/outgoing documents to and from the consultant.
- Management of trackers/registers for shop drawings, as-built drawings and other documents pertaining to construction works
- Sending weekly updates to the team for revision and resubmission of documents reviewed by the consultant.
- Receiving, cataloging, and tracking all documents, both physical and digital.
- Ensuring documents are accurate, complete, and adhere to company standards.
- Prepare outgoing submittal packages accompanied by a document transmittal that will be tracked and monitored.

ASTAD PROJECT MANAGEMENT - SECRETARY/DOCUMENT CONTROLLER (Reliever)

Oct 2023 – Feb 2024 (Design & Build of Al Karaana Racing Track)

Client – Ashghal; Consultant – ASTAD; Contractor - QBEC

- Efficiently manage and distribute project documents to relevant team members, ensuring streamlined internal communication.
- Maintain document control by regularly updating records to reflect the most current versions.
- Conduct thorough reviews and updates of technical documentation to uphold accuracy and compliance.
- Implement organized filing systems for both physical and digital documents, enhancing retrieval and storage processes.

BOOM CONSTRUCTION COMPANY - SECRETARY/DOCUMENT CONTROLLER

Mar 2022 – Sept 2023 (Upgrade of Al Wakra Road)

Client – Ashghal; Consultant – JACOBS; Contractor - BCC

- Prepare and manage correspondence, reports, and documents. Organize and coordinate meetings, conferences, and travel arrangements.
- Works as a secondment to PWA- assisting the Client in projects Prepare and manage correspondence, reports, and documents.
- Works as a secondment to PWA- assisting the Client in project documentation.
- Maintaining the inbound and outbound document control procedures.
- Ensuring all documentation meets formal requirements and required standards.
- Using client system to organize and easy retrieval of documents within the project.
- Ensure documents are shared at key times to facilitate timely project completion.
- Assist the team as required.

BOOM GENERAL CONTRACTORS - DOCUMENT CONTROLLER

Jun 2021 – Feb 2022 (Construction of 3 Public Parks in Al Gharaffa, Al Muntaza & Umm Al Seneem)

Client – Ashghal; Consultant – ERGA; Contractor - BGC

- Maintenance of document control registry.
- Recording of incoming/outgoing documents to and from a consultant.
- Management of trackers/registers for drawings deliverables. Provide support to the engineers on-site when needed.
- Strategic Planning Document Management Organizational
- Responsible for managing emails, and queries, and distributing to the concerned personnel for their information.
- Maintain the documents and drawings in the Document Control Office under safe custody without any damage or deterioration with traceability

AL ABANOS TRADING & ENGINEERING SERVICES - EXECUTIVE SALES REPRESENTATIVE

Feb 2018 – Mar 2021 (F & B Division)

- Meeting with clients personally or during sales visits. Implement sales strategies.
- Communicate any client feedback to the management. Contribute to knowledge sharing amongst other team members. Demonstrating and presenting products.

- Establishing new business. Maintaining accurate records.
- Attending trade exhibitions, conferences and meetings. Reviewing sales performance.

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UNITED CONSTRUCTION ESTABLISHMENT - HR SECRETARY/DOCUMENT CONTROLLER
 Nov 2014 – Dec 2017 (Construction of 2 Health Centers in Al Waab and Qatar University)
 Client – Ashghal; Consultant – CEG; Contractor – UCE

- Provide full secretarial and admin support to the project team and department to ensure the smooth running of the department's operations.
- Maintain records of Engineers and assist in their movements.
- Maintain a proper and user-friendly filing and document control system for recording. Tracking of all documents for the project team and department
- Support the officers and project team in daily admin roles and assist to keep stock of stationery supplies for the department.
- Assisting in the preparation of Tender Documents.
- Perform general secretarial duties for the Human Resources Office.
- Maintain a confidential system for personnel records for all employees to provide a comprehensive, efficient, accurate, and current record of all matters pertaining to employment, transfer, tenure, retirement, leave, and promotion.
- Open, sort, and distribute incoming correspondence, including faxes and email.
- File and retrieve corporate documents, records, contracts, and reports.
- Prepare responses to correspondence containing routine inquiries.
- Perform general office duties such as ordering supplies, maintaining records management systems, and performing basic bookkeeping work.
- Make travel arrangements for executives.
- Interview applicants about their experience, education, and skills.
- Process renewals of ID for staff and labourers.

LANGUAGES

- English
- Tagalog



EDUCATION

- Bestlink College of the Philippines
- Bachelor of Secondary Education Major in English (BSED)
with earned units in Bachelor of Technology and Livelihood Education (BTLED)
- Licensed Professional Teacher



DRIVING LICENSE

- Qatar

