

# PHILIP IAN D. PAMINTUAN

*Experienced Document Controller with a demonstrated history of working 13 years in the construction industry of Bahrain. Skilled in AutoCAD, Microsoft Office, Construction Drawings, Computer-Aided Design (CAD), and other softwares. Strong office professional with a B.S. degree focused in Computer Science from Holy Angel University.*



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## OBJECTIVE

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To serve people through the offering of my unique talents; to hone my capabilities by being a creative and productive employee in a strong company

## EXPERIENCE

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August 2020 - present      **Eastern Asphalt and Mixed Concrete Company W.L.L. (Pre-cast Contractor)**

**Design Document Controller / BETSY Encoder**

- **Oversees / takes charge in systematically managing and controlling all incoming and outgoing documents and files** of all projects mainly **King Hamad University Hospital, Sheraton Hotel** and others
- Ensures that the incoming and outgoing documents in the Design Department are attended to and maintains the accurate records of the department
- Keeping all records of outgoing fabrication drawings (in Betsy) and ensures correct input of materials as specified on the fabrication drawings
- Controlling all project documentation; logging all information pertaining to incoming and outgoing correspondence
- Keeping a thorough check on all documents
- Following and improving document control procedures
- Sorting, storing and retrieving electronic files and hard copies of documents
- Organizes and distributes the documents within the company
- Assists in all clerical duties including making cover letters, transmittals and other design correspondence
- Input materials and specifications in Betsy for all issued fabrication drawings
- Checks the incoming and outgoing drawings and marks the revisions
- Producing progress reports of issued fabrication drawings from Design Department
- Input and check bar bending schedule on the fabrication drawings as needed
- Reports to the Head of Design Department the accomplished tasks and ensures that the documents are readily available to be shared to the Team to facilitate timely work completion

June 2019 – July 2020      **JAHECON S.P.C. (Civil, MEP & Infrastructure Contractor)**

**Document Controller**

- **Oversees / takes charge in systematically managing and controlling all documents and files** of all projects mainly **Danaat Al Baraka Development, Danaat Al Lawzi, Sa'ada Development, Shaikh Zayed Highway Development** and others
- Maintains a systematic record of all incoming and outgoing documents (correspondences, submittals, etc.)
- Prepares documentation such as **Sub Contract Agreements, Variation Orders**, all correspondences, tender documentation, etc.
- Involved in most departments especially **Tendering, Procurement/Quantity Surveying and Human Resources**

October 2015 – May 2019      **Linesight S.P.C. (*Cost and Project Management Consultancy*)**

**Document Controller**

- **Oversees / takes charge in systematically managing and controlling all documents and files** of all projects mainly **Al Sahel Hotel & Resort, AXA Insurance Headquarters & Bahrain Marina at Bahrain Bay Development** and others
- Develops a spreadsheet to track all incoming and outgoing documents systematically
- Circulates e-mails, correspondences, documents, files etc.

October 2012 – October 2015      **Gulf House Engineering S.P.C. (*Architectural Design Consultant*)**

**Document Controller / Secretary**

- **Oversees / takes charge in systematically managing and controlling all documents and files**, especially pertaining to the Royal Maternity Hospital Project in Riffa and Construction of 483 Villas in East Hidd, Bahrain

October 2010 – August 2012      **ARCADEA Engineering (*Architectural Design Consultant*)**

**Architectural Draftsman / Office Secretary**

- **Prepares systematically construction drawings, shop drawings & required 3D mass Structure of each project** for construction references (Architectural Plans/Elevations/Sections/Detail Drawings, Electrical and Drainage drawings/modify & revised Structural Drawings in accordance with Architectural requirements, etc.) for approval of the client and final submission to the Ministry of Municipality for building permit requirement.
- Administers all documentation and clerical work

February 2009 – October 2010      **SIM Leisure Consultants SPC (*Civil Contractor*)**

**Document Controller**

- Arranges thoroughly all documents submitted to and received from the Consultant pertaining to the BCC Water Park (**Request For Information, Engineer's Instructions, Submittals, etc.**)
- **Logs all document activity within the day** using a systematized format on an Excel spreadsheet

August 2007 – January 2009      **Cebarco -WCT W.L.L. (*Civil, MEP & Infrastructure Contractor*)**

**Document Controller / Asst. Tenant Coordinator**

- **Prepares required Architectural Shop Drawings** (Plans, elevations, sections, expansion joint plans and Main Toilet Block details of General Mall for approval of the Consultant and Owner)
- **Coordinates and logs daily deliveries** for the BCC Mall's interior fit-out contractors and shops owners through an organized spreadsheet system

October 2005 – June 2007      **Clark Data Center Inc., Clarkfield, Pampanga, Philippines**

**Data Processor / Encoder**

- supervised operations of extracting information from 18<sup>th</sup> century Spanish (archive) records
- processed and sorted critical data shipped to the clients in Argentina
- has had experience in encoding data efficiently according to the client and management requirements

## **EDUCATION**

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### **Tertiary**

- June 2002 – October 2005                      **Holy Angel University**, Sto. Rosario, Angeles City, Pampanga, Phils.  
**B.S. Computer Science**
- June 2000 – March 2002                      **University of the Assumption**, San Fernando, Pampanga, Philippines  
**B.S. Architecture**

### **Secondary**

- June 1996 – March 2000                      **Don Bosco Academy**, Mabalacat, Pampanga, Philippines

### **Primary**

- June 1995 – March 1996                      **Don Bosco Academy**, Bacolor, Pampanga, Philippines
- September 1990 – April 1995                      **Sacred Heart School**, Isa Town, Kingdom of Bahrain

## **SKILLS**

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- Office Applications (Microsoft Office- MS Word, Excel, PowerPoint, Outlook etc.)
- Writing news & literary articles
- Drafting Minutes of the Meeting (Secretary for AGUMAN Capampangan-Bahrain)
- Architectural drawing (AutoCAD 2007/2010, 3D and 2D plans/elevations/sections, etc.)
- Graphics designing (Adobe Photoshop)

## **ACHIEVEMENTS & ACCOMPLISHMENTS**

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### **Head Staff Writer**

**The Nexus**, Official Publication of the College of Arts & Sciences, Holy Angel University, Angeles City, Philippines  
(June 2004 – October 2005)

**Volunteer Instructor** of Basic Computing (Microsoft Office), AutoCAD and Adobe Photoshop applications - **Computer Literacy Program for AGUMAN Capampangan – Bahrain**  
(July – August 2007)

**Best in Conduct** (2<sup>nd</sup>-4<sup>th</sup> Yr. High School- Don Bosco Academy)

**AutoCAD 2007 and 3D VIZ Training Completion** - MICROCADD Training Center, SM Pampanga, Philippines

## **PERSONAL INFORMATION**

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**Date of birth:**                      February 29, 1984

**Status:**                              Married

**Nationality:**                      Filipino

**Passport no:**                      P5283537B