

**RE: Application for the post of Document Controller**

Dear Sir/Madam,

I'm submitting herewith attached my CV to express my strong desire to be considered as Document Controller in your organization. Presently I'm working in a similar role for Siemens LLC Bahrain branch, where I am responsible for properly receiving, processing, filing and reporting all official documents/drawings. I am comfortable handling sensitive and/or confidential information. I have 10 years' experience in construction/engineering field.

I possess a professional attitude, have superb interpersonal skills and am able to work with people from all social backgrounds and cultures. The enclosed resume provides a more detailed description of my education, interests, and work experience.

For me it would be an honor to be a part of and contribute to a company like yours, I therefore hope you will look favorably upon my application, and I look forward to hearing from you.

Yours faithfully,

Aquiles Timbol Jr.

Mob#.6676 8823

# AQUILES V. TIMBOL JR.

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## Objective:

Obtain a position in a Company where I can maximize my administrative skills, computer skills, quality assurance, document control skills, and training experience.

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## Highest Educational Attainment:

### College Degree:

***Bachelor of Science in Business Administration major in  
MANAGEMENT & ENTREPRENEURSHIP***  
ANGELES UNIVERSITY FOUNDATION  
Angeles City, Philippines

**2002 to 2006**

### *Certificates/Seminar:*

**Integrated Management System Awareness**  
(ISO 9001:2008, ISO 14001:2004, OHSAS 18001:2007)  
Romani Consulting  
Certificate No. IMSOI - 0312 – 055

**05-05-2012**

### **Holding a Valid Bahrain Driver's License.**

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## Skills:

- Proficient in MS Office package (Word, PowerPoint, Excel, Outlook, Publisher, Access), Microsoft Sharepoint, Photoshop, Internet Browsers, Basic Autocad etc.
- Dynamic and enthusiastic in learning all aspect of work undertakings with great concern on the nature of assignments.
- Competent and shows proficiency in work accomplishment according to company requirement in compliance with the standard policies and procedures.
- Proficient in English language both in oral and written communication.
- Result oriented and highly motivated with self-initiative on openness in suggesting work improvement and extending assistance as needed.
- Able to work independently
- Knowledge in Logistic Operation.
- In-depth knowledge of computer operation.
- In-depth knowledge in Document Control operation
- Energetic with high interpersonal skills.

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**Work Exposure:**

**Document Controller**  
**SIEMENS LLC (Bahrain Branch)**  
**Energy Management Division**

**14<sup>th</sup> November 2016 - Present**

- Preparation and submission of Document/Drawing / Material Transmittal sheet form and RFIs.
- Keeping records of all outgoing and incoming correspondence.
- Managing the document control operations and organize main office and site correspondences for the Projects.
- Update/encode Documents Master List.
- Upload all documents to the company's server.
- Filing and archiving of all company documents.
- Find and retrieve information from files in response to requests from authorized staff
- Distribute incoming and outgoing correspondences to the concerned staff.
- Preparation of daily/weekly and monthly report.
- Assigned to assist the Logistic Team to include but not limited to:
  - Documentation
  - Site storage preparation
  - Storage plan execution
  - Receive items (GIS equipment and various items) from the transporting company and check whether any damages has arisen
  - Damage report preparation.

**Administration Officer / Sr. Document Controller**  
***Legal and Administration Department***

**July 2010 – November 2016**

G.P. Zachariades (Overseas) Ltd.  
P.O. Box 5632  
Manama, Bahrain.

*Duties and Responsibilities:* -

***Administration Officer:***

- Assist in preparing counter response to all incoming legal notices.
- Respond to inquiries, both internal and external regarding Admin & Legal Department operations
- Apply/update company's insurance policies
- Liaising with insurance brokers/providers, stationery suppliers
- Preparation of LPO for various office supplies, stationeries, printing, kitchen and cleaning items (with yearly turnover amount of BD30,000+ - catering the whole company operations).
- Book keeping (incoming payments)

- Read/search daily news articles related to the company affairs and distribute to the concerned department or staff
- Registering and renewing all engineers COEPP cards.
- Recording incoming and outgoing bank guarantees, tender submissions, minor works, valuations etc.
- Collecting, drafting and publishing company related news to company website, portal and social media (facebook, google plus, twitter and linkedin)
- In-charge in preparation of the department's Key Performance Indicator (KPI)
- Point of contact for any request for maintenance such as housekeeping, minor MEP and Electrical works.
- Attends bi-yearly executive committee meeting
- Reliever to the Executive Secretary of the MD during his annual leave.
- Reliever to the Receptionist whenever requires.
- Some logistics related works
- And other administration related works.

***Document Controller:***

- Handling all company projects file (including major and minor projects and some legal files)
- Scan, upload and update all projects' correspondences to the SharePoint System (a document control system designed by Microsoft).
- Encode all contractual correspondences to the company's Data System.
- Distribute incoming and outgoing correspondences to the concerned staff or department.
- Read and distribute emails received via company and department's email account to the concerned staff.
- Receive and distribute incoming faxes.
- Respond to incoming inquiries and correspondence, both internal and external regarding document control operations
- Manage the document control operations and organize site correspondences for the Projects
- Find and retrieve information from files in response to requests from authorized staff
- Safe keeping of important and confidential files/document to the fireproof safes
- Eliminate outdated or unnecessary files or documents, destroying them or transferring them to inactive storage according to file maintenance guidelines and/or legal requirements
- Enter or encode document identification codes into systems in order to determine locations of documents to be retrieved
- Keep records of materials filed or removed, using logbooks or computers
- Modify and improve filing systems, or implement new filing systems
- Perform periodic inspections of materials or files in order to ensure correct placement, legibility, and proper condition

- Scan or read incoming correspondences in order to determine how and where they should be classified or filed
- Sort or classify information according to guidelines such as content, purpose, or chronological, alphabetical, or numerical order.
- Track files removed from shelves or file drawers in order to ensure that borrowed files are returned
- Design forms related to filing systems
- Perform general office duties such as typing, operating office machines, and sorting mail
- Organize and implement filing system to the company's main store room. (files from 1976 to present)

**Health Club /Swimming Pool Supervisor:**

Ebrahim K. Kanoo Bsc.  
Manama, Bahrain

**1<sup>st</sup> May 2008 – 13<sup>th</sup> July 2010**

*Duties and Responsibilities*

- Manage the day to day activities.
- Answer telephone calls promptly and efficiently; provide information to routine inquires or route calls to appropriate staff.
- Schedule parties and games as Tenant's request.
- Provide information and operate health club equipments.
- Updates logs and prepares reports reflecting pool maintenance and operations.
- Provide polite, effective and efficient service to all tenants.

**Operation Manager/Owner:**

AVT Internet Café  
Sindalan, City of San Fernando,  
Pampanga, Philippines

**December 2006 – April 2008**

*Duties and Responsibilities:*

- Handle all aspects of business, including customer service, sales, purchasing, and accounting
- Prepare bank reconciliation report
- Prepare sales report
- Prepare income statement
- Prepare weekly, monthly and yearly cash flow report
- Handle daily deposits, invoices and vouchers
- Handle software development, database administration, system administration, future requirements planning, PC hardware/software support, user support and daily operations.

**Audit Representative**

Manson Drug Corporation

**May 2006 – July 2007**

Dela Paz Norte City of San Fernando,  
Pampanga Philippines

*Duties and Responsibilities:*

- Responsible in inventory of all branches.
- Review the variance of the branch.
- Verify mathematical calculations used in the computation of sales.
- Prepare invoices for Accounts Payable.
- Filed completed Accounts Payable vouchers.
- Doing other clerical related works
- Assist in preparing payroll report

***On-the-Job-Training:***

**Office Assistant**

AWECA group of companies,  
Pulung Bulu, Angeles City  
Pampanga, Philippines

April 2005 –July 2005

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**Personal Info:**

Place of Birth:	Angeles City
Date of Birth:	August 08, 1985
Status:	Married
Citizenship:	Filipino
Religion:	Christian Born Again
Height:	5'6
Weight:	130 lbs
Languages:	English, Filipino, Pampango

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**Character Reference:** Available upon request.

I hereby certify that all information stated above are true and correct to the best of my knowledge.

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Aquiles V. Timbol Jr.