



JOSE MANUEL FERNANDO

DOCUMENT CONTROLLER

KEY TECHNICAL SKILLS

- Crestdocs Document Control System / Crest Software
- LMRA / SIO / SIJILAT system
- Benayat System / Municipality portals
- Microsoft Office Suite / Advanced Excel User

EXPERIENCE

DOCUMENT CONTROLLER

CHAPO – Charilaos Apostolides W.L.L. (Main Contractor)
(August 2019 - Present) – 1 year
Project: Jumeirah Khaleej Al Bahrain / Al Sahel Resort

DOCUMENT CONTROLLER / ADMIN

-NJ Engineering (Consultant)
(August 2018 - August 2019) – 1 year
Main / Head Office

DOCUMENT CONTROLLER

-Syrconsult International (Consultant)
(November 2016 - August 2018) – 2 years
Project: 26-Storey Residential Tower @ Juffair (Vision Tower)

DOCUMENT CONTROLLER

-King Builders (Philippines) (Contractor)
(August 2013 - August 2016) – 3 years

SKILLS

- Document Control
- Process Flow and Control Plan
- Coordination / Administration
- Portal / Software System Utilization

CONTACT

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Tubli, Bahrain



EDUCATION

 **POLYTECHNIC UNIVERSITY
OF THE PHILIPPINES**

Bachelor of Science in
Industrial Engineering

2013 (Graduated)

PERSONAL

Nationality : Filipino
Gender : Male
Age : 27 y/old
Civil Status : Single

ATTRIBUTES

Microsoft Excel Wizard
Tech Savvy
Proactive / Resourceful

ACTIVITIES / INTEREST

Singing
Former country
representative of Western
Union held in Dubai

Gaming
Participated in international
gaming competition held in
Bahrain Int'l Circuit

JOB DESCRIPTIONS & SPECIFICATIONS

7 YEARS OF DOCUMENT CONTROL / SECRETARIAL AND
ADMINISTRATIVE SUPPORT ROLE

DETAILED DUTIES AND RESPONSIBILITIES

Document Controller

Prepare, coordinate, and disseminate all correspondences, letters, emails, and documentation necessary for the project team.

Safeguard documents / agreements between Client, Consultant, Contractors and any given bodies related to the project.

Responsible in preparing conventional format of monthly report, daily report and all reports / presentations required.

Implementation of the standard document control process and procedures to the project.

Secretarial / Administrative Support

Effective and efficient Coordination to all department teams involved and to ensure everyone is updated on the policy, procedure.

Maintain / monitor employess attendances, compute leaves and payrolls and any other HR related task.

Utilization of Government Portals and website to receive updates and needed information such as LMRA system for HR Concerns, SIO for insurances and payments, SIJILAT for CR renewal and Benayat for municipality records and updates.

Coordinate with government authorities and CRPEP with regards to any updates, violations and legal notifications of the project.