



KHRISTINE B. CORONIA

Current Location: Manama, Bahrain

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Availability: 1 month notice period

Career Objectives:

Looking for a challenging and competitive position with a well - organized institution having ample scope for career development, as an Project Administrator & Coordinator, Human Resources Coordinator and Assistant, Team Leader, Head Secretary, PRO Assistant, Head of Document Controller or any suitable position related to my experience and knowledge.

Qualifications:

Career-oriented individual with **9 years of experience in United Arab Emirates, 3 years experiences in Kingdom of Bahrain**. Proactive Individual, Good Research Skills, Site Coordination, Bilingual, Strong interpersonal skills, can work under pressure, can do multi-tasking job, accomplishes task with minimum supervision and can assign to other task with high analytical ability and comprehension skills. Know-how, Know Plan-Do-Check-Act-Cycle (PDCA Cycle), Total quality & Time Management, Good Etiquette.

Computer Skills:

- Knowledge in **Crestdocs Software UK**
- Knowledge in **Microsoft Dynamics 365 (CHES)**
- Knowledge in **ACONEX ORACLE**
- Knowledge in Document Management System – **BlueCielo Meridian Enterprise 2014S2 PowerUser x64**
- Knowledge in **Visual Byblos Cyberspace (VBC)**
- Knowledge in **Dashboard Software**
- Knowledge in **Sharepoint Software**
- Knowledge in **Prolog Software**
- Knowledge in **FormPlus Sytem**
- Knowledge in **EDMS (InfoWorks)**
- Knowledge in **Adobe Professional**

Professional Experience:

Client:	Al Sahel Resort B.S.C.
Consultant:	MSCEB Architect & Engineers
Contractor:	Chapo – Aradous Join Venture (CHARJV)
Project:	Jumeirah Khaleej Resort & Spa formerly MWP2 - Al Sahel Hotel & Resort, Al Muntallah, Kingdom of Bahrain
Department:	Document Control
Organization:	Charilaos Apostolides (Bahrain) W.L.L. Building and Civil Engineering Contractors website: www.chapobahrain.com
Project Duration:	December 2018 up to August 2020
Work Duration:	15-January-2019 up to 31-Aug-2020

Job Description:

Lead Document Controller

- Reporting to the Project Director and the Project Manager assigned tasks to accomplished.
- Leads the Department Team to every department including secretaries' documentations concerns, meetings, clarifications, and other related information's required to disseminate.
- Coordinates with the Department Heads concerns about documentations.
- Coordinates with the Project department heads with regards to the submission of Confirmation of Verbal Instruction (CVI) and/ or Site Instructions (SI).
- Coordinates with the Technical Department for all document submissions with technical submittals (TS) such as Detailed Drawings, Shop Drawings (SD) and As-Built Drawings (AB).
- Coordinates with the Qa/ Qc Department with regards to proper procedures, document requirements and samples submissions for all documents (Material Approval Request, Inspection Request, Non-Conformity Report, Site Observation, and General Documents such Test Reports).
- Coordinates with the MEP Department (MEP Managers & MEP Coordinators) regarding all MEP Documents submission.
- Coordinates with the Testing & Commissioning (T&C) Department for all submissions such as Operation & Maintenance Manual, Testing & Commission Inspection Request.
- Maintains submission of overall submittal register logs weekly basis.
- Maintains submission of outstanding approval status to the consultant's weekly basis submission to commercial department.
- Maintains weekly meeting with the Document Control department.
- Maintains document server filing and proper allocation (electronically & hard copies).
- Maintains daily report, weekly report submissions on time.
- Coordinates with the Project Coordinator with the Project Presentation submissions.
- Coordinates with the Planning Department with the Project Monthly Report (PMR) including xref file to the Consultants monthly.
- Initiates crestdocs software training to all new staff for proper usage of the system.
- Attends project meeting as representative of the department with the Consultant's and Clients as required (optional).
- Manage (DMS) document management system through proper procedures, storage, and handling of documents.
- Request provision of crestdocs accounts access for new staff as per approval from Department Heads.
- Reliever on the team department or secretaries work on their vacation as required.
- Coordinates with the subcontractor's proper usage of Project forms & templates, proper procedures, and proper handling of documents.
- Checks proper storage (labelling, filing & record keeping) of each member of the department team with the designated work assigned to them.
- Return or transmit documents to all subcontractors on all documents received/ response from Consultants on a timely manner.

- Basic Knowledge in **AUTO CAD**
- Server (edit data's, saving entries, exchange folders and etc.)
- Lotus Notes (Lotus Webmail/ IBM)
- Knowledge on Microsoft Outlook
- Microsoft Word, Excel, Power Point
- Other Internet Applications

Trainings Attended:

- **Document Management System – BlueCielo Meridian Enterprise 2014S2 PowerUser x64** (11-20 Jul.2016)
- **Advance First Aid Training** (20-21 Jan. 2016)
- **Basic First Aid Training** (23 Jul 2015)
- **Motivation Seminar** (8-9 Mar. 2015)

Educational Attainment:

Bachelor of Science in Business Administration
Major in Hotel and Restaurant Management Graduate
(June 1999 - April 3, 2003)
 Colegio De Dagupan,
 Dagupan City, Pangasinan, Philippines

Secretarial Course -Typing English, Microsoft Office, and Business Communication
(August – October 2008)
 Oscar Cultural Institute, Deira
 Dubai, United Arab Emirates

Basic Arabic Speaking
(May – June 2009)
 Zaabeel Institute of Management and Technology, Bur Dubai
 Dubai, United Arab Emirates

Personal Details:

Date of Birth: December 15, 1982
Nationality: Filipina
Marital Status: Married
Language spoken: English, Tagalog (native language), Bilingual (Basic German, Basic French, & Basic Arabic Speaking)
Visa status: Residence Visa, Transferable Visa
UAE Driving License: 2248562 (Expiry Date: 28-03-2026)
Bahrain Driving License: 821272845 (Expiry Date: 05-12-2022)

Character Reference:

Upon Request

Client: Aluminium Bahrain, B.S.C. (Alba)
Consultant: Bechtel Global
Contractor: Outotec GmbH & Co. KG Middle East
Project: ALBA Potline 6 Expansion Project
EPCM Contract No.: 26096-6441-FC1-MZ00-0032 – Anode Rodding Shop
Department: Document Control
Organization: Outotec GmbH & Co. KG (Bahrain Branch)
 Outotec website: www.outotec.com
Project Duration: April 2016 up to March 2019
Work Duration: 16-August-2017 up to 12-January-2019

Job Description:**Site Document Controller**

- Reports to the Site Manager's assigned tasks to accomplished.
- Operates and utilizes the **ORACLE Aconex** through the incoming and outgoing submission of documents (Supplier Documents, Inspection Request, NCR closure) in between Bechtel Global and Outotec.
- Operates and manage the **FormPlus system** in processing the mobilization for the upcoming staff, vendors site temporary permit, visitors pass.
- Operates and manage the Project Technical Requirements - PTR system in processing the Non-Conformity Report, Field Change Documents and Request for Information distribute and uploading in **EDMS (InfoWorks)**.
- Support and coordinates Document Controller in Outotec Germany with regards to the submission.
- Coordinates with the QaQc Manager with the documents for submission, expedite and follow-up Code 2, Code2CR and Code 3 documents.
- Supports EHS Department with the safety documents (Method Statements, Job Plans and other safety related documents for review and checking.
- Maintains document registers (MAR, WQT, Procedures, PQD Pre-Qualification Documents, Request for Information, Supplier Deviation Disposition Request, Project Technical Requirements – PTR, Lifting Plan for the submission of weekly report to the client
- Maintains document registers for Daily Mobilization Monitoring/ Register for subcontractor.
- Assist and Provide day to day support and guidance on all document control processes.
- Performed quality checks and process deliverables.
- Checking, validate, verification of all documents including incorrect numbering, revisions, format, title, and legibility.
- Maintenance of electronic and original hard copy files
- Responsible for the record document flow to and from necessary
- Transmit documents as instructed by concerned Team member.

Project Coordinator/ HR Coordinator

- Implements time sheet management as per cut-off
- Documents supports for all Human Resources needed to ensure submission of the correct documents for the Visa Stamping, CPR (Central Population Regulatory) processing through the company agent.
- Monitors the processing and circulation of the documents from recruitment to interviews of employees internationally.
- Supports Human Resources Manager as per instruction and task given.
- Reporting to Human Resources director about staff/ employee's concerns.
- Coordinates and support HR Department with all the upcoming staff.
- Arrange and book travel / flights and hotel accommodation for local team members.
- Manage and organize transport with the drivers from accommodation to the site and other necessary task (Medical check-up appointment, biometric finger stamping and other related HR tasks)
- Drivers assignments in conjunction with Site Management due to availability and tasks.



Jumeirah Khaleej Resort & Spa
formerly Al Sahel Hotel & Resort
Kingdom of Bahrain



ALBA Potline 6
Kingdom of Bahrain



EGA Al Taweelah Alumina
Refinery
Abu Dhabi, United Arab Emirates

Client: EGA – Emirates Global Aluminum PJSC
Consultant: Bechtel Petrofac Joint Venture – BPJV
Contractor: Outotec GmbH & Co. KG
Project: Al Taweelah Alumina Calcination Project
EPC Contract No.: 25875-070-HC1-MBKC-00019 – Calcination Plant
Organization: Outotec Engineering DMCC (Dubai)
 Outotec M. E. Industrial Proj. Consultants (Abu Dhabi)
 Outotec website: www.outotec.com
Project Duration: April 2015 up to December 2017
Work Duration: June-2016 up to 10-July-2017

Job Description:

Site Document Controller

- Reports to the Site Manager's assigned tasks to accomplished
- Operates and utilizes the Document Management System – **BlueCielo Meridian**
- Coordinates with the Quality Assurance and Quality Control Department with the document's submissions.
- Supports Environment, Health and Safety Department with the safety documents (Method Statements, Job Hazard Analysis and other safety related documents for review and checking.
- Updates files and folders (Hard copies and soft copies) from Project Site Manager's, Structural Steel Supervisors, Mechanical Supervisors, Electrostatic Precipitator (ESP) Supervisor and Other task assigned by Site Manager.
- Coordinates with the Erection Companies with the pending submissions (internal and external documentation)

Client: (SIPD) Shell Iraq Petroleum Development B.V.
Main Contractor: Consolidated Contracting Engineering & Procurement SAL Offshore (CCP)
Project: Majnoon Field Development – FCP Gas Slug Catcher
EPC Contract No.: SIPD 1141 – FCP Gas Slug Catcher Eng'g. & Procurement Services Contract
Department: Project Operations Department
Organization: Chiyoda CCC Engineering Ltd. (CCEL)
 Sheikh Zayed the 1st Street, Abu Dhabi, UAE
 CCEL – website: www.ccel.ae
Project Duration: 2-June 2014 up to 1-March-2016
Work Duration: 5-August 2014 up to 17-May-2016

Job Description:

Secretarial

- Reports and assist the Project Manager's assigned tasks to accomplished
- Supports and assist the Engineering & Procurement Manager, Project Control, and Project Operations Department Manager's assigned tasks with the clerical and administrative jobs (e.g. Variation Order Proposal, Procedures, etc.)
- Assist Contract's Manager with the secretarial and clerical jobs
- Updates correspondences registers and correspondence VBC dashboard uploads
- Notify disciplines and associates related to the correspondences submitted to the Client.
- Arrange meetings and coordinates with the receptionist
- Coordinates with the Project Control Engineer with regards to the Weekly Reports and Monthly Cost Review Report.

Document Control

- Reports and assist the Engineering & Procurement Manager's assigned tasks to accomplished.

- Supports and assist the Sr. Document Controllers Department on the document's uploads using **Dashboard Software** from Vendor e.g. Suppliers Document Schedules, drawings, inspection documents and other documents related to the Project.

Procurement Expeditor cum Assistant

- Expediting documents pending from Vendor & Discipline Engineers.
- Coordinates with the Procurement Team (Engineering & Procurement Manager, Procurement Lead) for the updates and registers.
- Coordinates with Document Control Department to meet Client's requirements.
- Reminds, calls and follow-ups Vendor on the registered documents not yet submitted.
- Provides feedback to the procurement team with regards to the Vendors submission.
- Visit the Vendors office (follow-up deliveries and submissions of documents) to be able to meet the Client's expectation of submission.

Organization: Outotec GmbH (Abu Dhabi Branch Office) & Outotec Engineering DMCC (Dubai Main Office)
Work Duration: 1-June 2014 up to 26-July-2014 (transferred to Dubai office)

Job Description:

Administrative Office Assistant & Receptionist

- Reports and assist the Managing Director's assigned tasks to accomplished
- Supports and assist the Administration, Finance & Control, Sales and Services Department with the clerical and administrative jobs
- Updates the Weekly Planner, Vacation & Leave Plan, Business trip and Travel Plan
- Book flights and hotel reservations required for Business Trip Plans.
- Arrange conference call and meeting appointments as required by the Department.
- Manage and maintains daily Accounts Cash book.
- Provides visitors needs and perform as the reception and office assistant.
- Provides information by inputting, editing, copying, transmitting, and data encoding.



EMAL Phase II Project, Al Taweelah, Abu Dhabi, United Arab Emirates

Client: (EMAL) Emirates Aluminum Company Ltd. PJSC
Consultant: (SLII) SNC Lavalin International Inc.
Main Contractor: Outotec GmbH - website: www.outotec.com
Project: EMAL Phase II Aluminum Smelter Complex
EPC Contract No.: TK6891 - Green Anode Plant & Butts Crushing
Project Cost: AED 370 Million
EPC Contract No.: TK6892 - Anode Rodding Shop & Hot Bath Removal
Project Cost: AED 240 Million
Organization: Outotec GmbH, Site Office, Al Taweelah, Abu Dhabi, UAE
Project Duration: July- 2011 – Sept- 2014
Work Duration: 11-June 2012 up to 4-April 2014

Job Description:

Project Administrator

- Reports to the Site Project Managers and the Head of the Project Management
- Prepares circular Memo's instructed by the Project Heads to the site team.
- Prepares correspondences to the Client and to the subcontractors according to the instruction of the Project Managers (Site Project Managers, Construction Managers and Package Managers).
- Calls for a meeting on urgencies and compulsory meetings.
- Assigned as a Team Leader to the co-workers to develop and to comply work in order.
- Responsible for advising the co-worker what tasks must accomplish daily as instructed by the Project Heads.
- Responsible for handling the reports and tasks of the co-staff prior to their submissions to the Project Heads.
- Coordinates with the co-staff for their responsibilities and jobs to be taken.

- Prior to submission of leave forms and other Personnel related documents for submission, delivers to the Project Heads for review and approval.
- Informing the Project Heads with the Personnel concerns about the problem occurs on site and laydown offices.
- Updates Personnel Forecast Leave Plan, Staff List, & Organization Charts.
- Supports EHS Secretary and other Project Assistants with their responsibilities when they are on vacation or sick leave.
- Coordinates with the EHS Team regarding Safety Bulletins and
- Provides to new staff and co-staff with their needs e.g. PPE's, Office/ Pantry Supplies.
- Capable for the usage of General Files and exchange folders in the server.
- Time sheet management for all the site and lay down staff.
- Coordinate with the Public Relation Office of all issues and concern regarding Human Resources.
- Arrange interview schedule of all applicants (Acting as HR Assistant).
- Assists the Public Relation Officer with the Personnel documents for keeping records.
- Supports the needs of the Public Relation Officer for the important documents e.g. contracts, medical insurance, Residence visa & other related PRO jobs.
- Handling material/ services requisitions of concerned Departments

Document Controller

- Coordinates with the QA/ QC Manager with the submissions of documents e.g. Plans, Method Statements, NCR, and Request for Concession, Inspection Reports, RFI's, POV & Commissioning documents, and Handover documents.
- Updates documents in the Server e.g. Transmittals and Reports received from the subcontractors and other related documents for record keeping.
- Updates the Vendor Document List, Sub-contractors documentation list, Delay Registers, Correspondence Registers and other list to be updated.
- Responsible for the submissions of documents reviewed by the QA/ QC Department e.g. uploading and downloading of the reviewed documents by the Client.
- Capable in utilizing Share point software to create, upload, overwrite and downloads of documents.
- Coordinates with the Department heads with the problem occurs for the delay submissions of the sub-contractors
- Preparation of the cover sheets and folders to be submitted to the Client.
- Assures the correct received documents from the sub-contractors are consistent and efficient.
- Assures the proper document reference nos. e.g. drawings, correspondences, and documents.
- Receives and follow-up reports (daily, weekly and monthly) from the subcontractors.
- Control the documents movement can be described as receiving, issuing, distribution, filing, retrieving, and archiving.
- Define a document filing system to enable rapid access of all company documents.
- Establish & maintain a centralizing system for the control of company correspondence.
- Standardize the drawing numbering system and coordinate the same with Project's Engineering Department and Subcontractors.
- Maintain up to date database register showing document details and revision status.
- Establish a distribution matrix for allocating controlled copies of documents as necessary to company staff or organization (Client, Contractors, Subcontractors, and Suppliers)
- Registering of all correspondences, Drawings, Procedures, Standards, Specifications, Vendor Drawings, Purchase Orders, Data Sheets, Manuals, and generate internal transmittal for internal circulation of the same.
- Coordination and control of Engineering Documentation, QC Documentation (Inspection Records), Suppliers Documentation, subcontractor's documentation with Client/Contractor as well as internal review approval of Subcontractors documentation



Nation Towers Abu Dhabi



Al Bustan Complex Abu Dhabi



Central Market Redevelopment Abu Dhabi



Cleveland Clinic, Sowwah Square Abu Dhabi

Organization: Proteam Décor L.L.C. (sister company of BATIMAT)
Division: Kitchen (Kitchen Cabinets, Wardrobes, & Wooden Doors)
Corian (Solid Surface, Counter Top and Vanity Top)
Work Duration: January 9, 2011 – May 30, 2012

Job Description:

Secretary cum Personal Assistant

- Reporting to the Sales & Marketing Manager and Division Director.
- Arrange meetings and appointments to the clients.
- Receiving outgoing & incoming calls from suppliers, subcontractors, and consultant's.
- Preparing for the outgoing correspondences to the client and replying for the inter office memos received from the installation team.
- Coordinating with the Estimator and Asst. Estimator for the quotations to be submitted.
- Handling multiple contract projects (Tender and On-hand Projects).
- Entertains walk-in client to introduce the company profile & to show the kitchen showroom as well.
- Market the branded kitchen cabinets to the client by phone and by email.
- Preparing and updating the departments monitoring tables such as kitchen quotations table, accounts table, expected projects, hot project list, list of tendering and job-in-hand project, pending job list,
- Consignment of goods from Italy, list of marketing letters submitted & scope of works.
- Registering the incoming & outgoing correspondences, sample submittals, and shop drawings submittals.
- Preparing local purchase order for the supplies needed for the project.
- Following up arrival and availability of goods from Italy and from the local suppliers.
- Following up quotations submitted to the client and to the contractors as well.
- Keeping track with the outlook emailed by the client and supplier.
- Keeping track with the Fabrication Orders
- Preparing Operation and Maintenance Manual of projects for the handing over of work
- Preparing Method Statement, Inspection Test Plan and Risk Assessment for the ongoing projects.
- Preparing Pre-qualification documents for submission.
- Coordinating with the Foreman's and Site Supervisor for the delivery of materials and documents required for the project.
- Coordinating with the Project Coordinator for the valuation, invoices and quotations submitted.
- Coordinating with the Draughtsman for the submission of shop drawings for the ongoing projects and pending inquiries.
- Control the document and data control activities/movements by establishing, implementing, maintenance and updating the documented procedures with strict adherence to Company requirements, Client's requirements, If necessary ISO-9000 standard requirements.



Cayan Tower Dubai Marina

Organization: (ALEC) Al Jaber L.E.G.T. Engineering & Contracting LLC
Division: Ceiling and Partitions Division (Interior Fit-outs)
Project: Cleveland Clinic, Sowwah Square
Work Duration: October 31, 2010 up to January 9, 2011

Job Description:**Document Control Support**

- Reporting to the Project Manager
- Preparing for the submission of Engineering Drawings through PROLOG & ACONEX (creates, uploads and submits).
- Maintains all incoming correspondences, drawing transmittals and submittals.
- Coordinates with Planning Engineer with the submission of Daily, Weekly and Monthly Reports to the Client.
- Coordinates with Architects and Draftsman with the submission of engineering drawings.

Organization: Batimat Building Materials L.L.C
Division: Ceiling and Partitions Division (Fit-outs)
Project: Cayan Tower, Residential Waterfront Tower, Dubai Marina Work
Duration: December 8, 2009 up to October 30, 2010

Job Description:**Site Secretary**

- Reporting to the Project Manager
- Preparing for the outgoing correspondences.
- Preparing LPO and sending it by fax to Batimat head office for approval and records.
- Preparing delivery notes, inspection request, M.E.P. and other clearances.
- Coordinating with the QA/QC and the Team Leader for the delivery of the material.
- Coordinating with the QA/QC of the received MEP clearances and Inspection Request.
- Coordinating with the Quantity Surveyor for monitoring table such as LPO and supplies.
- Receiving and records all incoming correspondences, MEP clearances, Inspection Request, sub-contractors clearances, drawing transmittals and drawing submittals.
- Receiving incoming and outgoing calls from the suppliers.
- Arranging transportation for material delivery at site and follow-up to the workshop.
- Preparing the daily activity and manpower report and coordinate with the Site Supervisor.
- Follow-up with the local purchase order from the suppliers.
- Preparing internal memos for the staff and laborers.
- Preparing photos taken from the site of QA/QC for site inspection.
- Preparing for Batimat site receipt voucher and requesting site office supplies.
- Preparing for the shop drawings submittals and transmittal forms.



Al Khail Road Junction 19 Dubai



Al Khail Road Junction 22 Dubai

Organization: Gunal & Mapa Construction and Trading Co. Inc. (Dubai Branch)
Project: RTA R842/2, Improvement of Al Khail Road, Junction 19 & 22, Dubai, UAE
Work Duration: April 23, 2009 up to December 2, 2009 **Job Description:**

Secretary of the Health & Safety Environment Department

- Reporting to the Health & Safety Manager.
- Responsible for preparing health and safety environment daily reports, weekly reports, monthly reports and monthly statistics reports.
- Ensures proper filing and record keeping for the Health & Safety Environmental Policy, Plans, Circulars and Permits.
- Responsible for typing business correspondence reply to the consultants or any problem occurred from site.



Lake Residential Neighborhood Project,
Dubai

- Coordinating with Safety Officers for all the accidents and daily reports for records.
- Updates and Prepares the Incident, Near Miss, and Accidents reports on daily and weekly basis.
- Receiving all incoming and outgoing correspondence.
- Receiving all incoming and outgoing calls.
- Preparing daily, fuel & medical expenses of the department.
- Preparing safety signs and slogans to the site and office premises.
- Implementing health and safety hazards in the site and office premises.
- Responsible for the submission of EHS Documentation e.i. Method Statements, Risk Assessments, and other documentation required by the Client.
- Responsible for typing business correspondence reply to the Client for any problem arises from the site.
- Coordinates with EHS Officers for the reports taken from the site (day and night).
- Coordinates with the nurses and first aiders for the first aid kits and supplies required for the clinic.

Organization: (SEC) Shadid Engineering Consultants Dubai, UAE

Project: Nakheel - The Lake Residential Neighborhood International City

Work Duration: July 28, 2008 to April 1, 2009

Job Description:

Secretary cum Receptionist cum Document Controller

- Reporting to the Project Manager and Resident Engineer
- Receiving all incoming and outgoing calls.
- Ensures proper filing and record keeping accurately registering information in a timely manner consistent with office guidelines.
- Responsible for preparation of meeting agenda.
- Ensures that the standard office practices and routines within the company are functioning efficiently on an ongoing basis.
- Coordinating with Site Inspectors for the on-going progress at the site.
- Other tasks assigned by the management.