

ROCHELLE MEDRANO

Nationality: Filipino

E-mail: rochellemedrano30@yahoo.com

Mobile: 050 103 2681



OBJECTIVE:

To secure a position at a growth-oriented organization, where my 14 years work experience in Document Controlling and Administration will allow me to both further utilize my skills and acquire new abilities.

Key Skills:

- 14+ year's proven related experience
- Data entry encoder experience
- Data controller experience
- Proven organizational skills to adapt to changing environments.
- Ability to prioritize work and manage time effectively.
- Experience in using Software such as ACONEX, BIM 360, PM WEB, UNIFIER



CAREER SNAPSHOT

Senior Document Controller cum Team Lead (Head Office)
Studio International Engineering Consultants (Dubai, UAE)

01 November 2021 – up to present

Senior Document Controller (Site office)
Studio International Engineering Consultants (Dubai, UAE)

01 November 2016 – 30 October 2021

Projects: Maryam Gate Residences
Umm Hurair Development - G+3 Apartment Building
Al Hamriya Development - G+3 Apartment Building

Officer - Administrator and Documentation (Property Development - Temporary)
DIFC Authority (Government Company – Dubai, UAE)

06 December 2015 – 30 October 2016

Administrative Officer (Personal Office - Finance & Administration Department)
Al Tamimi Investments LLC (Dubai, UAE)

04 March 2013 – 23 June 2015

Project Secretary cum Document Controller
Tabreed National Central Cooling Co. (PJSC) (Semi-Government Company – Dubai, UAE)
Projects: Dubai Metro – Red Line and Green Line Project

03 January 2010 – 29 February 2012

Site Secretary cum Document Controller
International Project Management (Dubai, UAE)
Project: Conrad Hotel in Sheik Zayed Road

01 March 2007 – 15 April 2009



PROVEN JOB ROLE

Senior Document Controller cum Team Lead – Studio International Engineering Consultants

- Administer external and internal project correspondences, submissions by the software available in the project (Aconex, PM Web, Bim 360, Unifier).
- Manage the control of incoming documents ensuring that project document control procedures are followed by project as required.
- Maintain accurate records of incoming documents, correspondence, comments, and submission responses, etc. and retrieve immediately and know the statuses as required or requested.
- Prepare and/ or distribute letters, reports, presentations, meeting minutes, and monthly reports in accordance with the standard project templates.
- Accurate presentation and editing of complex documents using knowledge of architectural terms.
- Assist in the management of all outgoing documents in particular the issuing of letters, transmittals, reports, and drawings.
- Update drawing classification and tender/construction drawings in accordance with the revisions
- Operate office equipment, such as photocopier/scanner, printer, fax machine, and binder, in supporting the project team with their requirements.
- Assisting and supporting the Project Managers.
- Develop and update submission trackers as required.
- Checking/verifying the integrity of documents being transmitted to the client document control department.
- Carried out tasks as an Aconex administrator such as adding and removing accounts for employees, resetting passwords, and schedule training.
- Coordinate with Commercial Department for any submissions related to invoices.
- Managing and processing drawings/documents as and when required for multiple mass copying and duplication by an outside reprographics contractor.

Senior Document Controller – Studio International Engineering Consultants

- Drawing / Document registration, issuance, copying on server, email notification, uploading on Document Control Software (PM WEB).
- General maintenance with regard to filing/storing and ultimately archiving of correspondence/specifications/drawings and programs; for quick and easy retrieval of original documentation.
- Management of stationery orders and items being ordered.
- Checking that all incoming documentation is date stamped, a log number allocated to them and that the Resident Engineer has seen them and assigned actions before the documents are logged and issued to concerned persons.
- Controlling records of contract documents.
- Preparing correspondences, submittals and send it to all concerned.
- Assists Resident Engineer in providing Monthly Reports for the client.
- Oversee day to day site office operations as per company and office standards.
- Arrange meetings as instructed and communicate effectively with those invited to attend.
- Maintains softcopies of standard templates and formats to facilitate consistent and efficient documentation.
- Tracking the pending documents through daily, weekly and monthly progress and notifying the concerned department for taking appropriate action on the pending documents.

Officer - Administrator and Documentation – DIFC Authority

- Assist the team of Property Development Department for all the correspondence related needs in addition to any other necessary administration support required.
- Processing, recording and updating payment certificates for Contractors, Consultants, Projects Management Consultant & others as requested.
- Read and analyze incoming correspondences, memos, submissions, and reports in order to determine their significance and plan their distribution.
- Maintains office records, establishes reference files on various subjects for archiving, and make sure all Marked-For- Archiving- Documents are scanned and filed as per the company standards in soft copy on the Storage servers
- Preparing and editing correspondences, reports, agreements, memorandum, presentations, NOC's etc.
- Coordinate with Unit Owners/Fit-out Contractors for NOC Application requirements and NOC application process.
- Ensure that documents submitted by Unit Owners/Fit-out Contractors are accurate.
- Manages secretarial support for the team, including typing, scanning, photocopying, filing and binding; ensure messages are recorded and forwarded promptly and that office mail and deliveries are distributed correctly.
- Monitor department materials, stationery supplies and order as needed.
- Uploading and downloading AutoCAD drawings & documents using FTP sites, we transfer, drop box & Aconex.
- Controlling records of contract documents from PMC, consultants and contractors.
- Build an understanding of relevant processes and procedures that relate to the operational demands of the Department.
- Comply with the procedures, maintain confidentiality at all times and recommend improvement and enhancement as applicable.

Administrative Officer - Al Tamimi Investments LLC

- Directly assisting the Chairman and Finance Manager with all aspects of administrative management.
- Preparing Tenancy Agreement for rented Villas and Apartments.
- Responsible in sending Notices (Renewal, Rent Increase, Vacating, Community Announcements, etc.) to Tenants.
- Coordinate the repair and maintenance of the rented apartment/villas as per the request of Tenants to the concerned Departments.
- Carrying out property settlement: DEWA account transfer, handover of all relevant documents and keys.
- Establishing the essential link and first point of contact by Tenants.
- Preparing Quotations, Invoicing & Receipts as necessary.
- Follow-up of payment/collection.
- Scheduling and Dispatching.
- Preparing business correspondences.
- Responsible for importing cars/boat from USA, Germany, Italy, etc.
- Arrange and follow-up documents legalization such as Buyer's Agreement, Car Title, etc.
- Coordinate w/ the Freight Forwarders in regards with car/boat shipments.
- Responsible for Insurance Policy (home, cars, etc.) applications and car registration.
- Responsible for cars repair and maintenance.
- Preparing offer letters and Terms & Conditions of Employment.
- Liaise with PRO for all visa processes including visas for new recruits, labour card, visa renewals and cancellations.
- Maintains records for newly hired employees, leave application, sick leave, and personal details.
- Manage employee's hotel, flight bookings and transportation coordination.
- Acts as the Point of contact for employees' issues and inquiries.
- Responsible for the Visa (Schengen, USA, UK, etc.) Application for Chairman's family.
- Responsible for maintaining Chairman's properties (US, UK, Lebanon, UAE and Rented Villas/apartment) including all maintenance, insurance and renewals.
- Responsible for purchasing (online/local) personal things for Chairman as per his advice.
- Responsible in maintaining Personal Reminder Software (Property, Vehicle, Staff, Pets, Family, Membership, Miscellaneous, etc.).
- Manage purchase of office supplies, stationary items, office equipment & furniture; ensure spending is within the budget.
- Performs General Secretarial.

Project Secretary cum Document Controller – Tabreed National Central Cooling Co. (PJSC)

- Establish and maintain appropriate document management systems to meet project requirements, complying with the policies & procedures of the Company.
- Receive, segregate, log-in, file all project related documents – Technical, Commercial, Contractual, Informative, as per project requirements using Aconex software to ensure proper archiving and retrieval.
- Distribute documents/drawings as per user list to ensure necessary action from the concerned department.
- Compiles and maintains control records and related files to release drawings, and engineering documents to Consultants and Contractors.
- Draft / type letters, correspondences, etc. as per project requirements to facilitate necessary action by the requisitioning party.
- Update Consultants & Contractors records periodically to maintain relevant & useful database.
- Tracking of project documents-design, generate reports related to document administration as required for decision making.
- Maintain & manage employee database for Projects Department to ensure accurate resource allocation.
- Coordination with Tabreed internal departments as required.
- Coordination with Consultants, Contractors and Clients on document related issues.
- Examines documents, such as drawings, change orders, and scope change notices to verify completeness and accuracy of data.
- Prepare requests for reproduction of documents.
- Arrange meetings as instructed and communicate effectively with those invited to attend.
- Maintains softcopies of standard templates and formats to facilitate consistent and efficient documentation.
- Provides assistance to the team as required, such as: photocopying, email account maintenance, specific tasks, etc.
- Maintains a good understanding of various systems and procedures connected with the services provided by the Administration function.

Site Secretary cum Document Controller – International Project Management

- Logging and scanning of incoming correspondence/document/specifications/drawings into the computer document management system.
- General maintenance with regard to filing/storing and ultimately archiving of correspondence/specifications/drawings and programs; for quick and easy retrieval of original documentation.
- Management of stationery orders and items being ordered.
- Checking that all incoming documentation is date stamped, a log number allocated to them and that the Project Director has seen them and assigned actions before the documents are logged and issued to concerned persons.
- Managing and processing drawings/documents as and when required for multiple mass copying and duplication by an outside reprographics contractor.
- Checking/verifying the integrity of documents being transmitted through our document control department to the client document control department (i.e. Contractors, Consultant Communications, and Technical Queries).
- Management of photocopier supplies and IT call-outs when faults occur.
- Controlling records of contract documents from consultants, contractors and sub-contractors.
- Maintaining a Master document register of the Tender drawings, revised drawings, transmittals and all soft copies related to the Projects.
- Preparing correspondences, submittals and send it to all concerned.
- Assists Project Director in providing Monthly Reports for the client.
- Assists Project Director in preparing Tender Documents such as MEP, External Façade Works and Vertical Transport Works.
- Preparing Agenda to be used for the meetings.
- Oversee day to day site office operations as per company and office standards.
- Ensure the maintenance of computer files and equipment.
- Uploading & downloading AutoCAD drawings & documents to FTP sites.
- Management of electronic documents - converting to PDF files.
- Plotting, printing & binding of hard copies.
- Answering telephone calls.



EDUCATION

Bachelor of Science in Commerce – Major in Computer Application
University of Batangas Philippines (Graduated 2003)



OTHER SKILLS

- MS Office applications (Word, Excel, Internet & Outlook)
- Able to work well with others under pressure.
- Highly motivated & energetic.
- Negotiation skills.
- Enthusiastic with an ability to create motivation for team members and in building healthy relationship.
- “Never say No” type of person to get productivity and desired results
- Ability to multitask.
- Attention to detail.