

# Denis Owori

## Senior Document Controller

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### Summary

A certified resourceful PMP with 9 years of experience in the coordination of clerical and site works for construction projects. Bringing strong collaborative skills and proficiency in administrative as well as documentation work, advanced computer skills and superb knowledge of software such as Aconex, Primavera, SharePoint, MS Project, PMWeb, Oracle – CRM, AutoCAD and MS Office suite among several others.

### Education & Active Membership

- Degree: Bachelor in Business Administration (CGPA: 4.02/5)  
Institution: Makerere University - Uganda  
Graduation Year: January 2016  
UAE MOE Equivalency Certificate Application No. 2021 31149
- Member of Project Management Institute (PMI)  
Membership ID No.: 7223686

### Additional Trainings

- Course: Project Management Professional (PMP)  
Institution: Project Management Institute
- Course: Project Scheduling on Aconex  
Institution: Aims Training Center, Abu Dhabi (UAE)
- Course: Project Planning & Management  
Institution; Makerere University
- Course: Project & Organization Administration on Aconex  
Institution: Oracle University
- Course: Internal Auditing for ISO 9001, 14001 & 45001  
Institution: NBIZ Infosol, Abu Dhabi (UAE)
- Course: AutoCAD Civil 2D & 3D – Civil  
Institution: Time Training Center – Abu Dhabi (UAE)
- Course: Project Administration on MS SharePoint  
Institution: Zabeel international Institute Dubai (UAE)
- Course: Certificate in Development of SOR  
Institution: Institute of Procurement Professional in Uganda

### Software Knowledge

- Aconex
- Microsoft SharePoint
- Microsoft Project
- Primavera P6
- AutoCAD 2D & 3D
- PMWeb
- Ms Word, Excel, PP
- Epromis
- Oracle – CRM
- Tpromis
- Adobe Acrobat

### Skills & Technical Qualifications

- Administration & document control
- Usage of e-document management systems
- Internal Auditing for ISO 900, 14001, 45001
- Procurement audits and investigation
- Contracts and negotiation
- Cost accounting
- Effective communication
- IT trouble shooting
- Touch typing
- Understanding of business law & company law

### Work Experience

#### Senior Document Controller

Tatweer Middle East and Africa LLC - October 2018 till date.

Projects: Misc. Works for Main Land (Contract No. 70/2018)

Misc. Work for Highways for Main Land (Contract No. 71/2018)

**Duties and Responsibilities:**

- Develop an electronic and hard copy filing system as well as archive system for ease to issue, store, retrieve and manage all documents.
- Sort, store and retrieve electronic and hard copy documents on behalf of Resident Engineers and Clients.
- Prepare draft response to contractors' incoming letters and emails, and submit to the Resident Engineers for approval.
- Coordinate with all Tatweer departments as well as contractors & subcontractors to ensure that documents are compliant with the standard format and submitted on time prior to the document's submission due date.
- Work in strict co-operation with the Resident Engineers to ensure project progress status integration.
- Perform regular audits on corporate documents to ensure that all documents are properly submitted to other departments.
- Produce and maintain Progress Reports and presentations as required by to Resident Engineers and the Clients
- Maintain Resident Engineers' agenda and assist in planning appointments, meetings and site visits.
- Attend meetings and keep minutes.
- Oversee the execution of the documentation tasks by line document controllers;
- Report environmental and health and safety incidents.
- Provide full admin support to the projects team and Head office
- Undertake any ad hoc projects/duties assigned

**Project Secretary**

**Western Banoona Group - Nov 2016 – Oct 2018**

Project: Services of Linking Roads, Parking and Infrastructure for Executed Projects in Abu Dhabi MainLand

**Duties and Responsibilities:**

- Oversee and facilitate the application process for construction eNOCs & permits by line document controllers.
- Prepare draft replies to all English incoming letters and email, and submit them to the project manager for approval.
- Develop and implement documents flow systems in accordance with changing priorities and as per the Client and as per ISO 15489:2016 standards.
- Arrange for projects review and status meetings between project managers, and maintain minutes accordingly.
- Be preliminary a point of liaison between PMO, HR, Finance among other departments.
- Follow up tasks with internal teams, and assist with schedule management
- Monitor project schedules to regularly foresee any delays or deviations
- Coordinate with suppliers and the procurement department to ensure timely replenishment of office supplies.
- Oversee daily requirements related to project planning and coordination with the various stakeholders
- Prepare and review project related emails, letters, proposals, memos, meeting minutes, reports, spread sheets, presentations and other documents.
- Work with subcontractors and the project manager on project tracking, document control activities and change order activities.
- Supervise the performance of documentation tasks by line document controllers.

- Performing other duties as determined by project managers

#### **Archivist/Administrative staff- February 2012 – May 2016**

##### **Roko Construction Ltd. – Contractor**

Project: Centenary Bank Uganda's Headquarters

Responsibilities:

- Prepare English draft correspondence for the project manager, and proof read all English drafts prior to issuance.
- Apply for construction No objection certificates electronically.
- Read and receive/dispatch documents which meet the established documentation standards.
- Maintain logs for documents receipts and dispatch, and archive documents both electronically and manually.
- Distribute project documents as per document distribution matrix, and instructed by the Project Manager.
- Gather and compile documents such as payment certificates, invoices, and completion photos among others for payment applications in liaison with the Quantity Surveyors, Project Engineers and Consultants.
- Prepare delay justification reports in liaison with the Planning Engineer, and other ad hoc reports from time to time.
- Prepare document submission forms such as material submittals, drawing transmittals, submittals, RFI, IRA among others.
- Prepare online purchase requisitions via the company's ERP software (Epromis).
- Organize project meetings with staff, subcontractors, and take minutes as directed by Project Manager.

#### **Other Details**

- Nationality – Ugandan
- Date of Birth – 9<sup>th</sup> November 1993
- Gender – Male
- Marital Status – Married
- Religion – Catholic
- Languages – English & Arabic (spoken)
- Driving – UAE Driving License
- Physical address –Shabia 12 Building 126, Flat 103, Abu Dhabi - UAE

#### **Referees**

- Available on request.