



JES MARIE J. GALANG

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Visa: Visit Visa
Driving License: YES

Years or Exp: 8+ Years

OBJECTIVE

Seeking employment that will mold and hasten myself where I can grow professionally and further enhance my skills and be able to overcome challenges in every working environment. To bring out and harness the best of my potential for the benefit of my employer, to share my working expertise and abilities while contributing significant efforts to further help the institution attain its full potential in gaining profitable business or service endeavors, while maintaining its rightful operations ethics.

ACADEMIC & PROFESSIONAL QUALIFICATION

- Regional Education Institute – Abu Dhabi, UAE
 - Primavera P6
- Mindanao State University (Post Graduate School) 2016 – GSC. PHILIPPINES
 - Master in Business Management (MBM)
–Production and Operations Management
- GenSantos College, Inc. – 2014
 - Bachelor of Science in Business Administration Major in MARKETING MANAGEMENT

LICENSE:

→ UAE DRIVING LICENSE

CAREER SUMMARY

- Well versed with distributing documents, tracking and retrieving them on a regular basis.
- Maintaining the register entries for all the receipts, submission of documents and the correspondence issues with the clients.
- Reliable and committed in delivering a high standard of work with a flexible approach and own initiative.
- Has the ability to work as a part of the team and can also organize a team or a group. Accepts directions and is willing to invest time and effort to complete a certain responsibility.

WORK EXPERIENCE (8 YEARS)

- Sr. Document Controller- (Approved ADNOC DCC, IMS DCC/ IMS QUALIFIED INTERNAL AUDITOR)**

Profile Summary

Period: May 2019- Nov 2021
Company: China Petroleum Pipeline Engineering Corp. - Abu Dhabi

Job Title: Document Controller (Jun 2021 - Nov 2021)
Project: EPC FOR FIRE WATER RING REPLACEMENT AT MOT & MPS
Client: ADNOC ONSHORE

Main Responsibilities:

- Issuance of all types of documents such as Letters, RFI, Material Pass Audit Notification & Reports, CV for approval from the COMPANY, ITP, MOM, WPR & MPR, TQ.
- Distribution of incoming comments received from the company.
- Generating Document Number as per ADNOC Procedure.
- Assist Planning Engineer in preparing & Sending Weekly / Bi-weekly reports to Client.
- Maintaining quality for documents before issuance to avoid discrepancies and mismatch of both incoming and outgoing deliverables.
- Direct Day-to-Day Contact with the Project Team
- Plan, control and maintain documents generated for the project, in line with the requirements of the international standards and practices of document management system;

Job Title: Document Controller (Oct 2020 – Jun 2021)
Project: FEED FOR LONG TERM DEVELOPMENT PLAN (LTDP) OF CRUDE OIL / CONDENSATE STORAGE FACILITIES AT DAS & ZIRKU ISLAND
Client: ADNOC OFFSHORE

Main Responsibilities:

- Issuance of all types of documents such as Letters, IQ, TQ, DCA, MDR Request & deliverables.
- Distribution of incoming comments received from the company.
- Using EDMS (Wrench) for document workflow and distribution.
- Generating Document Number as per ADNOC Procedure.
- Assist Planning Engineer in preparing & Sending Weekly / Bi-weekly report to Client.

QUALIFICATIONS

- A fully qualified ADNOC document controller and a Junior Planning Engineer support the Planning and Project scheduling. Have been working in the (Oil and Gas) Engineering, Manufacturing and Construction Industries for almost 8 years. Worked with various projects of ADNOC, GASCO, ADMA, ADCO, Oman (OTTCO), KUWAIT ENERGY CORP. and LUKOIL with the prestigious and big Main Oil Line and Tanks, Tie ins, Wells and Infrastructure Projects.
- Acquired Primavera P6 and Document Management Workshops related to Oil & Energy topics. Currently taking up PROJECT MANAGEMENT PROFESSIONALS (PMP), also a Certified IMS quality controller with a background of working in all aspects of Planning/Project Control Engineer/Document Control/Logistics Management/Data Management Systems Operations especially the Office 365 Applications(Word, Excel, Access, PowerPoint).
- Full knowledge of ADNOC SOFTWARES – EDMS/ERP such as E-Transmittal, FTP File, ACONEX & ADNOC OFFSHORE MYFILE APPLICATION. Advanced knowledge of WRENCH, NAVISION and ORACLE.

ACADEMIC & PROFESSIONAL QUALIFICATION

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SOFTWARES:

- EDMS
- ERP
- eTransmittal
- FTP File
- ACONEX
- ADNOC Offshore MY FILE APP
- WRENCH
- ORACLE

- Responsible for checking the document per discipline wise. Maintaining quality for documents before issuance to avoid discrepancies and mismatch of both incoming and outgoing deliverables.
- Coordinating with Disciplines after preparing the list of deliverables to be issued for the timely completion of Projects, which includes Weekly Look ahead, Monthly Look ahead.
- Direct Day-to-Day Contact with the Project Team
- Assist to prepare Project Schedule (PRIMAVERA-6)
- Plan, control and maintain documents generated for the project, in line with the requirements of the international standards and practices of document management system;
- Document control administration for ISO's documents and audits

Job Title: Document Controller (Jun 2020 - Jan 2021)

Project: MOL 1.2 & 3.5 REPLACEMENT PROJECT

Client: **ADNOC ONSHORE**

Job Title: Document Controller (Feb 2020 - Jan 2021)

Project: CALL-OUT WORKS CONTRACT FOR ASR GAS TIE-INS IN BAB

Client: **ADNOC ONSHORE**

Job Title: Document Controller (Feb 2020 - Jun 2020)

Projects: BAB EPC-PE9950 BAB AMINE REGENERATOR COLUMN 13-C-102 UPGRADE & REPLACEMENT

Client: **GASCO (ADNOC GAS PROCESSING)**

Main Responsibilities:

- Issuance of all types of documents such as Letters, IQ, TQ, DCA, MDR Request & deliverables
- Distribution of incoming comments received from the company.
- Using EDMS (Wrench) for document workflow and distribution.
- Generating Document Number as per ADNOC Procedure.
- Quality checking of issued documents.
- Coordinating with Disciplines after preparing the list of deliverables to be issued for the timely completion of Projects, which includes Weekly Look ahead, Monthly Look ahead.
- Direct Day-to-Day Contact with the Project Team
- Managing the archiving activities for document control and validation of document files
- Familiar with the common software and retrieval programs used today.
- Able to take an orderly approach to keeping both physical and electronic documents, including the processes needed to discard obsolete records appropriately.
- Document control administration for ISO's documents and audits

Job Title: Document Controller (April 2021 - June 2021)

Projects: Provision of EPCC Service for Oil Export Pipeline from CPF to Zubaidiya.

Job Title: Document Controller (Aug 2019 - Jan 2020)

Projects: 05-EPC FOR THE 16" LIGHT OIL EXPORT PIPELINE

Client: **Kuwait Energy Corporation (KEC)**

Main Responsibilities:

- Issuance of all types of documents such as Letters, IQ, TQ, DCA, MDR Request & deliverables.
- Distribution of incoming comments received from the company.
- Operates with significant independence as the focal point contact for all project document control requirements;
- Administer and control required project documentation within the selected document management system of the Company according to Standard Operating Procedures (SOP);
- Ensure all project documentation records are correctly filed and stored as per project archive procedures;

PERSONAL PROFILE

Age : 27
Nationality : Filipino
Date of Birth : Dec 22, 1993
Civil Status : Single
Sex : Female

SEMINARS ATTENDED

- Total Quality Management
March 7-9, 2017
- 2nd Stake Holders National
Consultation Meeting Audit
April 21, 2017
- Stake Holders Consultation
Meeting Preparation for
European Audit
March 19, 2017
- Training Trade Control &
Expert System (TRACES)
December 2-3, 2017
- BRC Version 7 by Thailand
BRC Global Standard
July 14-16, 2017
- ERFI Orientation by
Intercommerce
May 14, 2015
- Incoterms 2010 (Revised Intl
Rules in the Interpretation of
Trade Terms
May 8, 2015
- Public Consultation Meeting
for the Catch Documentation
Scheme CDS
March 18, 2015
For the European Union
- Doing Business in the
European Union Using
Generalized Scheme
Preference
January 23, 2015
Plus (GSP+)
- Improvement of Catch
Certification System
November 25, 2017
- Adaptation of Trade Control
and Export System
October 29, 2014
- The Fisheries Improvement
Protocol for the ASEAN
Region October 29, 2014
- Issues and Challenges in
Marketing Research
March 10, 2014

Job Title: Document Controller (May 2019 - Oct 2020)
Projects: OMAN RAS MARKAZ CRUDE OIL PARK PROJECT
CLIENT: **OTTCO**

Main Responsibilities:

- Checking documents and maintaining the correct template as well as quality check before submission as given/ required by the project.
- Conducting quality check for all deliverables before submission.
- Proper coordination with EPC to maintain the proper documentation.
- Administer and control required project documentation within the selected document management system of the Company according to Standard Operating Procedures (SOP);
- Issuance of all types of documents such as IQ, TQ, DNR, DCA & deliverables and distribution of incoming comments received from the company.
- Actively participate in the development of strategies for continuous improvement of project document control and document management system;
- Ensure all project documentation records are correctly filed and stored as per project archive procedures;
- Ensure all project document referencing is consistent with internal and external procedures and requirements;

Period: Nov 2017- May 2019

Company: NATIONAL ENGINEERING BUREAU (CRC)

Job Title: Document Controller

Reporting To: Resident Engineer

Work Location: Dubai, UAE

Projects: STUDIO ONE – DUBAI MARINA, DUBAI, UAE
(2B+G+MECH+30FLOOR+ROOF COMMERCIAL & RESIDENTIAL TOWER)

Client: Rhine Investments Ltd. (Select Group) Dubai, UAE

Main Responsibilities:

- Responsible for running a technical library in a construction under supervision of a consultant firm, accessing dozens of records daily.
- Overhauled the entire document management system to improve working practices.
- Responsible for handling all original and older documents and establishing which ones were ready to be archived.
- Ensured that all archived documents were stored in compliance with the relevant health and safety regulations.
- Produced written reports on a monthly basis.
- Controlling documents incoming and outgoing.
- Familiar with the common software and retrieval programs used today.
- Able to take an orderly approach to keeping both physical and electronic documents, including the processes needed to discard obsolete records appropriately.
- Maintaining Log for the site works.
- Receiving and releasing documents to the contractor
- Prepares documents as advised by the Resident Engineer.
- Communicate with the Client and on a regular basis.
- Prepare, operate and update Document Control Procedures in line with the Company's Document Management System.
- Ensure proper document control support is given.
- Work in strict co-operation with the Manager to ensure project progress status integration
- Scanning and Emailing necessary documents.

Period: August 2013-Sept 2017

Company: CITRA MINA GROUP OF COMPANIES

Job Title: IMS- DCC SPECIALIST/LOGISTICS SUPERVISOR

Reporting To: CEO
Work Location: General Santos City, Philippines

Main Responsibilities:

- Prepares shipping documents for outbound and inbound shipments.
- Document control administration for ISO's documents and audits
- Processes and liaisons permit for exporting company products
- Prepare, operate and update Document Control Procedures in line with the Company's Document Management System
- Ensure proper document control support is given
- Work in strict co-operation with the Manager to ensure project progress status integration
- Manage and Stores Documents Efficiently
- Scanning and Emailing necessary documents
- Maintain confidentiality around sensitive information and terms of agreement.