



# RAUF TALIB GAPPAL

- Dubai, United Arab Emirates
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## PERSONAL DETAILS

Age: **27 years old**

Religion: **ISLAM / MUSLIM**

Nationality: **FILIPINO**

Visa Status: **EMPLOYMENT VISA**

Civil Status - **SINGLE**

Passport No.: **EC7434425**

Place Of Issue: **DFA-MANILA**

Valid Until: **18. April 2021**

## POSITION DESIRED:

- Civil, Jr. QA/QC Engineer / Estimator & Document Controller or Any Suitable jobs that fits my skills and knowledge.

## JOB CATEGORIES SELECTED:

- Construction, Engineering, Oil and Gas Industry

## CAREER OBJECTIVE:

- An ambitious desire to work in an organization that provides equal opportunities to foster individualistic and professional growth and to serve the organization to the best of my ability, discipline and dedication on the work shouldered.

## HIGHLIGHTS OF QUALIFICATION AND SKILLS:

- Capability of communicating and coordinating across many levels.
- Self-motivated individual with ability to work as an individual and in teams.
- Enthusiastic towards learning new things along with excellent grasping skills that help adapt to changes efficiently.

## SKILLS

### WORK

MS OFFICE	
ACONEX	
AutoCAD	

### PERSONAL

COMMUNICATION	
ORGANIZATION	
CREATIVITY	
SOCIAL	

## EDUCATION

- " **Diploma in Civil Engineering** " (Graduate - Year: **2015**) **Rizal technological University**, Philippines

## ABOUT ME

I am a qualified and result-driven professional with more than 3 year experience in the field of Engineering.

## WORK EXPERIENCE IN U.A.E:

- Designation: "**Document Controller cum Jr. QA/QC**"  
Company Name: **DEPA Interiors LLC**  
Date: **25 April 2019 up to 30 October 2020**  
Projects:

### • The Address Jumeirah Gate

- **Client** : EMAAR
- **Project Management** : WSP
- **Consultant** : Killa
- **Contractor** : Multiplex
- **Project Value** : AED 1,000,000,000.00

### • Etihad Resort Premium Spaces Midfield Terminal Building

- **Client** : Etihad
- **Project Management** : AECOM
- **Consultant** : Woods Bagot
- **Contractor** : TAV-CCC-Arabtec JV
- **Project Value** : AED 200,000,000.00

## WORK DESCRIPTION:

- Preparing submittals and transmittals / Inspection Request & Material Inspection.
- Monitoring the submittals and transmittals from the main office to consultant, main contractor and vice-versa.
- Requires performing tasks using construction online platforms like ACONEX as required by Main Contractor.
- Distribute relevant QA/QC documentation to site subcontractor.
- Coordinate all the quality site inspections through the site QC inspectors.
- Coordinates with the consultant and Main contractor and other sub - contractor with progress, programs and other agendas.
- Preparing inspection request and data for site engineers and foreman.
- Efficient in doing urgent documents.
- Performs inspection for closing out of snag list prior to final handing over of works.
- Preparing operation manuals and training manuals for handing over to client.

## **WORK EXPERIENCE IN U.A.E:**

- Designation: "**Document Controller**"

Company Name: **RELIANCE ELECTRO MECHANICAL & PLUMBING CONTRACTING CO. L.L.C (REMCO)**

Date: **25 February 2017 up to 18 April 2018**

Projects:

- **The Address Fountain View (EMAAR)**

- Client : EMAAR
- Project Management : Turner International
- Consultant : DEWAN
- Contractor : ACC
- Project Value : AED 500,000,000.00

- **The Address Boulevard Point (EMAAR)**

- Client : EMAAR
- Project Management : Turner International
- Consultant : DEWAN
- Contractor : ACC
- Project Value : AED 100,000,000.00

## WORK DESCRIPTION:

- Prepares all documents pertaining site works (letters, material & shop drawing submittals, sample submittals, material delivery inspection, field inspections, daily reports, etc.)
- Keeps a systematic filing system for hard copies of all correspondence (incoming & outgoing) & drawings for easier access and order in documentation.
- Creates schedule in the computer for all the flow of documents (incoming & outgoing) as a

back-up to hard copies and to have a faster trace of all documents' description, dates (submitted & returned) and status.

- Updates software schedule log daily reports.
- Prepares weekly, monthly progress reports.
- Prepares correspondence and other documents in site and in main office.
- Coordinates with the consultant and Main contractor and other sub - contractor with progress, programs and other agendas.
- Responsible for the distribution of the incoming documents to the appropriate engineer, foreman and other staff at site with confidentiality.
- Organize & maintain filing system & post book-keeping information electronically and manually.
- Making General Correspondence (Letters, Memo's, etc.)
- Receives documents and correspondence of the Manager.
- Assist the Project Manager request.
- Follow-up Calls for the pending request.
- Handing over of documents (operation manuals, as built, spare parts , warranties, training of MEP system to client)

## WORK EXPERIENCE IN PHILIPPINES:

- Designation: "**Quality Control Engineer**"

Company Name: **M/s. MAKATI DEVELOPMENT CORPORATION (MDC) CONCRETE INC. – Philippines**

Date: **26.October 2015 to 31 January 2017**

Project: **More than 10 projects like AYALA Land Projects (HIGH RISE BUILDING), No. 1 - Construction Company in Philippines.**

### WORK DESCRIPTION:

- Prepares productive report and daily report
- Monitor concrete volume on pouring
- Estimates concrete volume during pouring
- Conduct field on-site inspection and coordination
- Implement company rules and regulation and safety policies and procedure.
- Prepare internal communications and correspondence dealing with the project.
- Coordinate with the concerned section, consultant and suppliers pertaining to quality matters.
- Keep and record documents for easy access and control.
- Store documents received in appropriate manner according to the procedure of the company.
- Prepare and update Request for Submittal and Request for information

I do hereby certify that the above information are true and correct to the best of my knowledge and belief.

**RAUF T. GAPPAL**

*Applicant*