

Richard Rivera

Bachelor of Science in Computer Science (BCompSc)

A versatile, high-energy professional with over fourteen years' construction industry experience working on high-profile companies in the UAE, Saudi Arabia and Philippines and has experience working within the capacity of Mid-Senior Position.

Throughout these years I won big experience in documents management systems and work techniques with clients, and how to deal with documentation software such as (ACONEX, DOME Connect, Oracle Primavera UNIFIER, EDMS) to track all technical documentation and manage flow of information that enables management to devote more time to essential duties by providing filing and distribution systems that have ready access to all correspondence.

I shall be pleased to present any further information in presence. I can be reached anytime via email ichad262002@yahoo.com, please call at +971568168524 and +971566577602.

AIBilal Group for General Contracts Co. Ltd. (EPC), Dubai

Senior Document Controller

2019 – December

Hopkins Architect, Dubai

Senior Document Controller

2018 – 2019

Faithful+Gould/ Atkins Middle East, Dubai

Senior Document Controller

2015 – 2018

National Marine Dredging Company (NMDC), Abu Dhabi

Document Controller

2011 – 2014

Currie & Brown – IPM/ International Project Management – IPM, Dubai

Senior Document Controller

2005 – 2008

2005 – 2010

Nudrah Industrial Equipment Company (LLC), Dubai

Senior Office Administrator

2004 – 2005

Blue Bay Consultancy Employment Services, Manila Philippines

Senior Administrative Supervisor

2002 – 2004

The Gifthouse, Riyadh Saudi Arabia, CEO, Executive Secretary

2000 – 2002



Profession

Senior Document Controller

Positions

Senior Document Controller
Senior Project Coordinator

Nationality

Filipino

Qualifications

Bachelor of Science in Computer Science (BCompSc) AMA University
BS Marine in PMI College

Memberships/ Certificates

Pinoy Group Association, Dubai – UAE.
Pinoy Institute, Dubai – UAE.
ISO 9001 Requirements (Detailed Session for Senior Management), Abu Dhabi, UAE.
ISO 9001:2008 Requirements Awareness Session, Abu Dhabi, UAE.

Internship/ Training

Completed 1 ½ month (Yearly): Seminar in Expedition
Completed 2 months (Quarterly): Seminar in ACONEX Program
Completed 1 month (Yearly): Seminar in Basic Knowledge in Oracle Software

IT Skills/ Software

Aconex
Dome Connect
Oracle Primavera Unifier
Newforma Project Centre
ShareCat
SharePoint

Professional Summary here

March 2019 – December 2020

**AIBilal Group for General Contracts Co. Ltd.
(EPC) Dubai, Senior Document Controller**

- Ensure Document and Data Management (DDM) standards are set and plans are implemented on each project to ensure records are complete and locatable
- Demonstrates a high degree of creativity and innovation needed to enhance completeness
- Responsible for the supervision and execution of Document Management activities within the project environment
- Coordinate and prioritize work for Document Control Team to ensure consistency work processes and enforcement of Document Control procedures
- Liaise with the project teams to understand work plans and associated service requirements from Document Control
- Ensure that the Clients requirements are implemented
- Establish procedures for and implement the introduction of changes to engineering documents for assigned project
- Monitoring in/outgoing Drawings / Documents Transmittal Daily Reports, others. Ensure timely issuance and distribution of all the Drawings / Documents with correct revisions to all parties as detailed in the distribution matrix contained in project procedures.
- Coordinate receipt, process, control and maintenance of engineering, vendor, supplier and subcontractor technical documents, electronic and paper format
- Ensure project documents received for transmittal are verified for compliance with project document control requirements
- Attend regularly scheduled project meetings
- Work closely with Project Management and Project Controls personnel to meet staffing requirements
- Frequent interaction with project team and possibly clientele depending on project needs
- Prepare Final Dossiers Indices for Client approval. Arrange Final Handover Dossiers as per the approved indices for onward submission to client through Company Certification Engineer.

- Responsible for organizing and conducting Archiving & disposal of Project Files as per contractual requirements and in-house procedures at the end of the Project.
- Handling confidential documents strictly observing necessary controls/access restrictions.

July 2018 – January 2019

**Hopkins Architect, Dubai
Senior Document Controller,**

- Compiles and maintains control records and related files to release letters to client, consultants and contractors.
- Responsible to delegates all the WIR submitting to consultants and architects for their review and further actions.
- Managing the registration of all project technical documentation (In/Out) and Issue transmittal letters to consultants, contractors, client and sites.
- Generates daily report for material submittals/ shop drawings, RFI's and submit to consultants/architects for their review and actions.
- Generate weekly overdue documents list based on documents status and distribute it to project management team in order to expedite the critical items.
- Issue authorised documents in a consistent format in accordance with the Document Control Procedures and ensure that latest revisions of all docs/dwg

February 2015 – July 2018

**Faithful+Gould/ Atkins Middle East, Dubai
Senior Document Controller**

- Responsible for the establishment of Document Control Procedure which include the drawing schedule control procedure, document submittal and receipt procedure, secrecy observation procedure, document status indication procedure and others.
- Distribute of incoming and outgoing communicated documents on timely manner.
- Maintaining separate log sheets for correspondence, material submittals, method statement, RFI's prequalification, shop drawings, materials logs and other related documents.
- Coordinate flow of information both internally and externally.

- Efficient communications skills as internal as well as external.
- Assist to prepare monthly progress report, meeting agenda, making spread sheet and design on power point, others.
- Distribute all client and contractor documents on timely manner as internal as well as external.
- Provide systematic filing system and keeping records to ensure that up to date information is available.
- Maintaining hard copy reference library of all documentation that ensure quick and easy location and recovery of information.
- Manage distribution of engineering documents (Hard and electronic copies appropriately), provide assistant to personnel seeking information and work closely with all members of the project team.
- Issue authorised documents in a consistent format in accordance with the Document Control Procedures and ensure that latest revisions of all docs/dwgs are distributed as per the matrix.

January 2011 — January 2014

National Marine Dredging Company (NMDC), Abu Dhabi, Document Controller

- Perform Document Control functions in line with Approved Procedure.
- Responsible for gathering the necessary documents, reports, and correspondence and for maintaining an up to date document library.
- Expediting Documentation, necessary follow-ups with concerned parties involved in the document, taking correct action to guarantee the availability of documents to required timeline.
- Responsible for monitor the document control requirements on an on-going basis. Daily routine activities of document control, including distribution of documents, maintaining electronic folders and directories, tracking and retrieval of contract documents.
- Utilizing the effective document log for identification, recording and tracking of documents like Contracts Agreement, Variation Order, Work Orders and Approved Payment Certificates.
- Providing support to Commercial Department-Contracts Team by managing incoming / outgoing project information

and documentation on daily basis, while ensuring accurate records are maintained.

- Preparation and maintaining all type of records and reports for audit purpose.
- Screening of all emails and distribution to the concern Departments

January 2005 — October 2008

Currie & Brown – IPM, Dubai Document Controller

January 2005 – December 2010

International Project Management, Dubai Senior Document Controller

- Process and record accurately all technical documentation in accordance with agreed procedures and ensure agreed procedures satisfy project, client and regulatory requirements.
- Ensure the hard copy and electronic record files as required are maintained in good order to comply with QA Requirements.
- Contribute to compilation of final dossiers, as built portfolios and archiving.
- Establish a systematic and comprehensive Project Filing System.
- Assisting the project directors, while handling confidential project documents. Consulting project managers to deal the problems on priority basis.
- Produce exception reports, comment overdue reports and any other reports for Project Director Review.
- List out all types of documents i.e. drawing, technical documents, submittals, Query Sheets, Shop Drawings Approvals and correspondence of internal & external letters. Giving them the unique reference number for identification and easy retrieval whenever required.
- Maintain time sheets for all personnel and ensure that they are completed and dispatched to the accounts dept. in time.
- Coordination with Project Directors, Project Managers, Planning Engineers, Architect and other functional / departmental heads.
- Responsibilities include handling multiple project correspondences, records and filing, telephone calls and other related duties. Directly supervise and manage the performance of junior staff of the Document Control Team.

March 2004 — September 2005

Nudrah Industrial Equipment Company (LLC) Dubai, Senior Office Administrator

- Record all customer service requests and complete the request pursuant to the service agreement.
- Monitor order and/or replace office supplies inventory as needed and assist in meeting preparation.
- Maintain personnel records in line with company standards while ensuring that all work relating to associates is highly confidential and discreetly handled.
- Arranges domestic and international travel arrangement for the Executive Director.
- Maintain the General Manager Calendar and coordinates schedules. Perform administrative duties for the executive office as assigned.
- Prepare all communications and documentation to a satisfactory, accurate and timely standard.
- Overseas and maintain appearance of the office and warehouse areas, creating a welcoming and pleasant atmosphere for clients and associates.
Working in coordination with sales team, and answer all incoming telephone calls and ensure appropriate action is taken relative to each call.

2002 — 2004

Blue Bay Consultancy Employment Services, Manila Philippines Senior Administrative Supervisor

- Interviewing, participating in the selection process and training new employees.
- Managing payroll, monitoring employee's accruals and time off, and overtime usage.
- Appraising performances and assisting in staff development.
- Planning, assigning, directing work and determining works hours.
- Manages the reception area to ensure effective telephone and mail communications both internally and externally to maintain professional image and at times may need to cover for department staff.
- Responsible for giving administrative support to the CEO and the Controller on an as needed basis.

- Oversees the mailroom to ensure processing of incoming and outgoing mail daily.
- Acts as property manager for all the office space to ensure the upkeep of the physical facilities and be the liaison for the building management regarding cleanliness and maintenance of office space

2000 — 2002

The Gifthouse, Riyadh, KSA CEO, Executive Secretary

- Reporting directly to the company President and directly supervising a team of 4 people (Accounting, Artist & Salesman), legally responsible for overall control of financial data, sales data and personal matter.
- Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings
- Responsible for typing all the required forms, letters, correspondence letters both external and internal
- Arranging travel, visas and accommodation with the CEO and other Senior Executives.
- Handling confidential documents strictly observing necessary controls/access restrictions.

1997 — 2000

The National Agricultural Development Company (NADEC) Riyadh, KSA GM, Senior Executive Secretary

- Read and analyse incoming memos, submissions, and reports in order to determine their significance and plan their distribution.
- Open, sort, and distribute incoming correspondence, including faxes and email.
- File and retrieve corporate documents, records, and reports.
- Prepare responses to correspondence containing routine inquiries.
- Perform general office duties such as ordering supplies, maintaining records management systems, and performing basic bookkeeping work.

- Prepare agendas and arrange for committee, board, and other meetings.
- Make travel arrangements for executives; attend meetings in order to record minutes.
- Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, and/or presentation software.
- Supervise and train other clerical staff; Review operating practices and procedures in order to determine whether improvements can be made in areas such as workflow, reporting procedures, or expenditures.

shifting of rooms, food charges, telephone charges, etc.

- Weekly report for instance check-in and check-out register, counter collection, lapsed advance report, shifting reports and luxury tax report.
- Regularly reports on production updates based on computer-based marketing data.
- Schedules himself to be on the front during peak operation hours, checking on standards of services, and cleanliness, is greeting and assist in the check in of guests and escorts VIP guest to the room.
- To be demanding and critical to service standards as well as hygiene standards.

1994 — 1996

Manila Diamond Hotel, Manila Philippines Administrative Officer

- Provide clerical support to superintendent including sorting, copying, filing and distributing information.
- Type minutes from meetings and distribute minutes to appropriate personnel.
- Organize and maintain computer file directory of correspondence to aid in future referencing.
- Open, sort, date stamp and distribute incoming mail.
- Respond to all in-person or telephone or email inquiries in a professional and courteous manner.
- Communicate with meeting attendees to arrange suitable meeting dates and/ or remind them of upcoming meetings.

1993 — 1994

Inter-Continental Hotel, Manila Philippines Hotel Front Office Management

- Personally, and frequently verifies that guests in his operation are receiving the best possible service Available; ensure a speedy telephone and message service at all times.
- Ensuring the front desk provides a professional and friendly service for customers.
- Dealing with customers, including handling complaints when they come to the desk
- Responsible for advance booking of the respective guest of the hotel.
- Take control for daily transactions of cash receipts and other additional advances,