

Loida Evangelista



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📍 Abu Dhabi, UAE

can join immediately

BACKGROUND SUMMARY:

A highly motivated individual in Document Control with years of experience in file management, archiving, managing, and maintaining company project documents. processing documents for revision and approval, organized for the distribution process to move forward in compliance with the requirements to seek a full-time position.

Work Associated with;

Lead Development & Project Management Consultants LLC – Abu Dhabi, UAE

Client/Owner : Global Gate Way Properties (GGWP)
Project : Global Gateway Residential Development Project (GGRD)
Consultant : B+H Architects_ARCHORP Subcon
Contractor : Arabian Construction Company WLL (ACC)

Client/Owner : H.H Sheikh Diab Bin Zayed Al Nahyan
Project : Al Muntazah Office Building (3B+G+M+6) Plot No. C33 Khalifa
Consultant : Whitespace WSA_EHAF Consulting Engineering Subcon
Contractor : INEX Contracting LLC

Jubail Island Villas & Townhouses – Jubail Island

Position : Document Controller (Site Project)
Duration : July 01, 2021-Present

- Document Controlling and records management for the filing plan of an electronic and physical copy, maintaining system tracker logs of project documentation and reports.
- Archiving files for information keys documents for company-wide projects.
- Created and completed document status details in line to provide practices keeping privacy-sensitive information as per documents categories organized and filed in able the traceability of the workflow of documents.
- Daily managed incoming/outgoing correspondence and information distribution as directed, implemented a consistent work interface with the project team.
- Prepared progress reports for Projects.
- Managed requests for documentation, maintaining cloud drive efficiencies. bolstered hierarchy.
- Amended documents accurately, communicating and redistributing to relevant personnel where necessary.
- ACONEX user.

TAMAS Projects LLC – MBZ City, Abu Dhabi-UAE

Client : Department of Transport (DOT/ITC)
Project : Maintenance of Traffic System in Mohamed Bin Zayed, Al Falah, & Khalifa Cities
Contract No. (DOT/C/IITS/1519/18)

Client : Department of Transport (DOT/ITC)
Project : Supply, Install and Rehabilitate Traffic Signal System Mohamed Bin Zayed, Khalifa Al Falah Cities and in Al Ain region Contract No. (ITC/C/RS/2387/2020)
Consultant : Surface Mobility Consultants

Client : Government or RAK
Project : Maintenance of Traffic System in RAK
Contracts : (PSW-WA-TR-2018001)

Client : Abu Dhabi Airport Company
Project : ADIA Mid Field Terminal Complex-Traffic Signalization

Position : Document Controller (Site Project)
Duration : July 2019-May 2021

- Providing support, and friendly assistance to the project team.
- Detailed accurate documents and distributed them to managers and engineers.
- Drafted correspondence as a daily task carried out as accurately and managed routine reports.
- Sources of documentation to disseminate files in the correct division.
- Assistance with photocopying, scanning, and basic clerical support to staff to maintain a smooth workflow.
- Organized and maintained a filing system for easy access.
- Received documents such as transmittal, letters, submission reports internal and external communications between Contractor/Consultant/Client related to the projects.
- Monitoring optimum levels of track documentation and managing calls.
- Created transmittal forms for Daily, Weekly, Monthly report initiated content by project team in compliance with the requirements of Clients.
- Alternative support in ERP Application.

Al Sweidi & Shams Contracting - SASCCO, Abu Dhabi-UAE

Client : Eshraq PJSC
Developer : TAMOUH
Consultant : Khatib & Alami (CEC)
Cost : 144,000,000.00 AED
Project : Marina Rise Tower RT2-C3 Al Reem Island Abu Dhabi

Position : Document Controller (Site Project)
Duration : June 2017-June 2019

- To perform day-to-day task checking via email and give quality documents related to the project.
- Assisting with Project file correspondence to ensure the accurate details and label properly.
- Updating tracking logs for the released submission SHD, RFI, ITR, MIR, MSUB, and PRQ submittals to achieve the correctness of submission and received documents once AA, AC, RR, REJ from Consultant.
- Collecting reports from the Project team for Daily, Weekly, and Monthly reports and getting Approval for consultant/Client in order to reflect Interim Invoice at the end.
- Highly controlled files to ensure the general documentation.
- Update and ensured that information is distributed properly and safely.

Al Shafar Electromechanical - Dubai, UAE

Position : Document Controller
Duration : 2014-2016

- Update and ensured that information is distributed properly and safely.
- Multitasking for Clerical and Administrative duties.
- Preparing Transmittal Coversheets and Maintaining file records for Projects External and Internal Communications.
- Maintaining paper copy line from submission providing sufficient feedback in the status report.
- Updating reports that were submitted to Project Head.
- Data Entry Operator and Maintaining data firms' protocol

Courses: BSIT - Bachelor of Science In Info Tech(STI Fairview-Philippines) 2008-2012

Philippines – Metro Manila

Company : DSWD – Department of Social Welfare and Development - Internship – OJT

Position : Filing Clerk

Company : AMWSLAI – Air Material Wing Savings & Loan Association Inc.

Position : Document Controller