

Angelin C. Espina

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Current Position

Document Controller

Professional History

Date: December 2014 to present

Company: AECOM Middle East Limited – Doha Qatar

Position: Document Controller- Contract 2 P023 Orbital Highway Salwa Road to North Relief Road- ASHGHAL

Date: November 2012 to August 2014

Company: EUROMED Laboratories Inc. Philippines- Bacolod Negros Occidental, Phils.

Position: Administrative/ Medical Sales Representative

Date: May 2012 to March 2013

Company: Smart Communications Phils. – Dumaguete Negros Oriental, Phils.

Position: Secretary/ Document Controller

Date: April 2010 to April 2012

Company: Three Sixty Pharmaceutical Company Phils.- Cebu Philippines

Position: Administrative/ Pharmacist Assistant

Affiliations

Philippine Nurses Association Qatar

Academic Training

Certificate in Document Controller Management (FTDC Qatar)

Educational Background

Bachelor of Science in Nursing (April 2009)

Gullas Medical, Mandaue Cebu Philippines

Languages

(Spoken & Written)
English, Tagalog, Cebuana

Nationality

Filipino

Passport No:

EC6972001 valid
March 2021

Have successful record over 8+years driven experience in documentation control field in greatly support Ashghal Orbital Highway Projects. Experienced in the construction with document control or database management software. Implementing project-specific procedures for storing, managing, retrieving and tracking project documents. Outstanding communication skills, strong interpersonal customer service. Strong team builder with

proven ability to motivate team members towards achieving Project targets.

Detailed Experience:

- Doha Qatar Since December 2014 to present: AECOM Supervision Consultant,P023 Contract 2 New Orbital Highway, Qatar **as a Document Controller**.
- Doha Qatar : September 2014 to November 2014: UNIGAZ Qatar, **as a Document Controller**
- Bacolod Negros Occidental, Philippines : November 2012- August 2014: EUROMED Laboratories Inc. Phils. **as a Administrative/ Medical Sales Representative**.
- Dumaguete, Negros Oriental, Philippines: May 2012 to March 2013: Smart Communications **as a Secretary/ Document Controller**.
- Talamban, Cebu City Philippines: April 2010 to April 2012: ThreeSixty Pharmaceutical Company **as a Administrative/ Pharmacist Assistant**.

AECOM Middle East Consultant Company: Doha Qatar from December 2014 – present

Project Detail: Currently working in M/s. AECOM Middle East Consultant Company from December 2014 to present working as a Document Controller contact package C2 for New Orbital Express Highway (NOH2) The scope of work include design and construction of 47KM new freeway total 8 grade separate interchanges 17 bridges, 6 viaducts and 320m cut and cover tunnel with cross roads, collectors-distributors, overpass and underpass structures, pedestrian and bicycle paths and 1 Q rail for green line tunnel, traffic furniture, landscape, hardscape, utilities, street lighting and all related infrastructure, cost 4.5Billiomn QAR.

Roles and Responsibilities:

- Documentation & archiving of all AECOM correspondence with the client.
- Monitoring incoming and outgoing documents and circulating emails of actions to take.
- Maintaining & updating a log of all documentation on daily basis as well as uploading it on the server.
- Liasing with the AECOM Document control team if any queries from the client.
- Scanning incoming and outgoing correspondence/ documents and save it in the project drive, Q-drive/ assigned folder system.
- Building a trusted relationship with the management team. Establishing an appropriate working relationship with the Contractor's team.
- Ability to document and archive all sort of documentation MOM, letters, transmittals, etc..
- Setting up and maintaining project documentation within project filing requirements.
- Receiving, tracking and monitoring drawings and documentation.
- Generating transmittals to send documentation to external parties through electronic or hard copy means.
- Responsible for the uploading & downloading of documents in Ashghal's EDMS Sharepoint, Documentum KBR system and AECOM DMS and ProjectWise system.
- Implementing project-specific procedures for storing, managing, retrieving and tracking project documents.
- Preparing monthly and weekly reports as required.
- Adhering to document management procedures, policies and systems.
- Assisting with quality audits by internal and external auditors.
- Provides document management and project controls support which includes the inventory, audit, tracking, storage, retrieval and distribution of both classified and unclassified electronic, paper and other media project data and documents according to company policy, and proper procedures for the projects.
- Support Proliance team to update information and close current backlog.
- Works under limited supervision.
- Good knowledge of relative software.
- Decent communication skills and team work spirit.

UNIGAZ Qatar September 2014 to November 2014

Project Detail: Working as Admin/ Document Controller the regional gas company in industrial, hospitality, and construction sectors.

Roles and Responsibilities:

- Responsible for providing administrative support to executive-level individuals.
- Drafting letters for and on behalf of the company.
- Monitoring incoming and outgoing documents and circulating emails of actions to take.
- Preparing documents on behalf of the management team.
- Completing forms in accordance with company procedures.
- Daily task include assisting assigned executive in the management of schedules, handling call from both external and internal sources, typing correspondence including letters, memos, forms, policies and procedures.
- Filing of correspondence incoming and outgoing document and logging it in the system.
- Scanning of all the document both incoming and outgoing for back up files
- Operating office equipment such as fax machines, copiers and other applications.

EUROMED LABORATORIES INC. PHILS. : Bacolod Negros Occidental Philippines from November 2012 to August 2014

Work Detail: The scope of works in Administrative documentation and as Medical sales representative, sells various pharmaceutical products in the Philippines such as large and small volume parenterals and other solutions.

Roles and Responsibilities:

- Efficient in promoting company's pharmaceutical products through presentations and demonstrations.
- Organize product presentations for healthcare professionals.

- Confident, make cold calls to potential customers using excellent verbal communicating skills and active interpersonal skills.
- Contacting/ communicating potential customers, persuading products and providing after sales service.
- Answers telephone calls to clients, doctors and nurses for their inquiries and providing after sales service.
- Responsible for all transaction bookings and collections and issuance of receipts.
- Sending to Head office all reports/ recommendations for approval.
- Preparing and typing of correspondences, memos, minutes of the meetings and reports.
- Preparing monthly and weekly reports as required.
- Maintaining and updating event calendars with the client and support district manager.
- Scheduling and confirming appointments for clients for the product presentation, doctors, nurses and medical team.
- Works with internal and external contacts at all levels to fulfill the Multitasks and handles thing even under pressure.
- Establish and organized filing system, maintain database of customers, business and personal contacts. Shows firm decision, if applicable.
- Operating office equipment such as fax machines, photocopiers, personal computer and other applications.
- Review files, records, and other documents to obtain information to respond to requests.
- Assisting with quality audits by internal and external auditors.
- Strong interpersonal, communication and customer service skills.

Smart Communication: Dumaguete, Negros Oriental Philippines. : May 2012 – March 2013

Work Detail: Working as Secretary/ Document Controller in a telecommunications and digital services provider based in the Philippines.

Roles and Responsibilities:

- Manage the filing system for the team by ensuring all relevant documents are sorted and accurately filed. Provides administrative support to management of the company.
- Taking charge of all timesheet for the entire Smart Communication System the mobile phones and telephones.
- Responsible of Smart Communication telephone bills and petty cash fund and reporting for reimbursement to head office.
- Greeting visitors and callers, handling their inquiries and directing them to the appropriate persons according to their needs.
- Making copies of correspondence and other printed material and directing the reproduction of reports and large document sets.
- Answer telephones and give information to callers, take messages or transfer calls to appropriate individuals.
- In charge of processing staff leave and sick leave.
- Maintains material import log book of all receiving calls and emails in the system.

ThreeSixty Pharmaceutical Company: Cebu City, Phils. : April 2010 to April 2012

Work Detail: The scope of works in Administrative documentation and Pharmacist Assistant customer service, sells various pharmaceutical products in the Philippines.

Roles and Responsibilities:

- Establish rapport in strong interpersonal, communication and customer service skills.
- Deliver good presentations of the benefits of products to customers.
- Be impactful, use clear and frequent communications, drive execution and results.
- Efficient in promoting products, ideas and services.
- Accept prescriptions and get information and prepare paper works for the pharmacist.
- Operate inventory of medications and supplies and ensure that they were handled properly.
- Works with internal and external contacts at all levels to fulfill the Multitasks and handles thing even under pressure.
- Answers telephone calls to clients, customers for their inquiries and providing after sales service.

- Operating office equipment such as fax machines, photocopiers, personal computer and other applications
- Provide customers with product and service information.

Special Skills and Professional Qualifications:

- Good working knowledge of document management systems like Sharepoint, KBR Documentum, ProjectWise, DMS, Aconex.
- Knowledge in Microsoft application/ MS office
- Ability to prioritize, manages time well, multitask and troubleshoot.
- Strong interpersonal, communication and customer service skills.
- Experience with document control/ database management software
- Capacity to work under pressure and meet deadlines
- Attention to detail
- Maintain safety and integrity as top priorities.
- Knowledge in using Adobe Photoshop and Lightroom
- Sales Representative Skills and Qualifications: Customer Service, Meeting Sales Goals, Closing Skills
- Can work with minimum supervision and work productively alone
- Competent in every duties and responsibilities assigned
- Facilitate the used of Medical equipments
- Territory Management, Prospecting Skills, Negotiation, Self-Confidence, Product Knowledge

**With Regards,
Angelin C. Espina**