**Maria Teresa Carreon**

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Victoria, BC - Canada**

**OBJECTIVE**

To work with a reputed and performance oriented organization, where my skill sets can be exposed to challenging opportunities in the field of document administration and management for ensuring smooth operations and professional growth.

**EDUCATION**

**Higher Diploma in Systems / Software Engineering** Aug 2013 - Dec 2015

Aptech Computer Education • Doha, Qatar

**APTECH CERTIFIED** **COMPUTER PROFESSIONAL** :

* HIGHER DIPLOMA IN SOFTWARE ENGINEERING (2015)
* ADVANCE DIPLOMA IN SYSTEMS ENGINEERING (2014)
* DIPLOMA IN INFORMATION TECHNOLOGY (2013)

**SKILLS**

* Project Coordination
* Scheduling & Time Management
* Data Analysis & Gathering
* Database Management
* Statistical Methods & Techniques
* Negotiation
* File Management & Organizational Skills

**WORK EXPERIENCE**

**DOCUMENT CONTROLLER** Nov 2021 - Feb 2022

KEO INTERNATIONAL CONSULTANTS • Doha, Qatar

*Project: Katara Project Phase*

* Active and independent support / executive assistant of the Project Management team  by  implementing and administering project engineering procedures and other work controlling documents·
* Liaise with key internal & external Stakeholders, (i.e. Client, Contractors, Suppliers, Logistics & Site Teams) to ensure efficient project delivery·
* Maintain and monitor project information in company’s project management software·
* Schedule Weekly & Monthly meetings with Project Leads ·
* Follow-up on actionable items from meetings and decisions including overdue technical submittals·
* Update master project records such as risk register, NCRs, Site Instructions, Technical submittals and stakeholders register to track project progress and enforce protocols.

**TECHNICAL ASSISTANT** Jan 2021 - Jul 2021

QATAR PETROLEUM DEVELOPMENT (Japan) • Doha, Qatar

* Provides high level administrative support in coordinating technical, logistical and administrative activities to Offshore Onshore Project
* Prepare application of QP offshore passes and Ras Laffan Industrial City (RLIC) passes and coordinate with Government Liaison Officers with regards application of OMFC cards for offshore going personnel
* Arrange necessary documents for DaVinci bookings to offshore personnel
* Use Oracle based ERP system to issue service / purchase requisitions and purchase quotations for approval from Management before issuing and Order
* Coordinate and follow-up shipments & deliveries
* Issue Work Order Confirmations for on call basis contracts
* Process invoices & credits as required and within contract agreement terms and conditions
* Monitor Service Contracts’ list to keep track of the actual cost against the approve contract value and the validity of each contracts
* Issue Goods Receipt Note (GRN) and Service Goods Receipt (SGR)
* Prepare Management Committee Resolutions (MCR), Request for Authorization (RFA). for HLT Tender / In-house Tender submissions for approval

**SENIOR DOCUMENT CONTROLLER** Oct 2019 - Dec 2021

INFRAROAD TRADING & CONTRACTING (UCC) • Doha, Qatar

*Projects:*

* HIA Airport Expansion Project
* Central Doha & Corniche Beautification Project
* InfraRoad Asphalt Plant Project
* West Muaither Project
* Al Kharatiyat & Izghawa Phase 1 & Phase 2
* South West Muaither Project
* Set up an electronic library system for the management of technical documentations for easy to issuance, storage, retrieval and management of documents to internal and external customers
* Develop and maintain document control processes for the efficient management and recording of QHSE documentations
* Produce and maintain Document Progress Reports to Project Managers
* Work in strict co-operation with the Project Manager to ensure project progress status integration
* Ensure external engineering contractors follow the standard, procedures work instructions and specifications·
* Manage transmittal of information between Company and Contractor and project and other company organizations ensuring appropriate database/log entries for tracking purposes·
* Provide full admin support to the Project Team

**ACCOUNTS CLERK** Sep 2018 - Oct 2019

RADIANCE TRADING & CONTRACTING • Doha, Qatar

* Manage Payroll systems to process salaries, benefits, allowances, Deductions (WPS)·
* Perform day to day financial transactions -bills, invoices and bank deposits
* Reconcile accounts receivable ledger to ensure all payments are accounted for and properly posted
* Update and maintain accounting budgets within the ERP system

**PROJECT COORDINATOR** Sep 2017 - Aug 2018

MALAYSIAN AIRPORTS CONSULTANCY SERVICES (MACS ME) • Doha, Qatar

Hamad International Airport·

* Worked on CMMS (Computerized Maintenance Management System) to analyze, plan and review work activities (Maintenance & Cleaning – Hard/Soft service)
* Database management - Analyzed consolidated maintenance (CM & PPM) and asset management data using statistical tools and transform it to Delivery Dashboard Reports on periodic basis for management and Client (HIA)
* Managed regular report running schedule (Weekly/Monthly Operational Reports and Cleaning Inspection Reports)
* Established procedure in material issuance & inventory
* Root Cause  Analysis  (RCA)  participation for better understanding and evaluation of work processes

**DOCUMENT CONTROLLER** Jun 2016 - Aug 2017

TECH GROUP • Ajman, United Arab Emirates

* Used web-based Control all aspects of project documentation on multiple simultaneous projects, utilizing various control methods/systems document sharing tools (SAP-DMS, Primavera Expedition and ACONEX)
* Set-Up Guidelines for Document Control Procedures
* Over see Receipt of Files
* Check the accuracy and completeness of documents and / or files (hard and soft copy), and record into the system according to a file index
* Check Documentation Compliance
* Organize and Maintain Project Documents

**PROCUREMENT EXECUTIVE (BUYER)** Mar 2013 - Dec 2015

RASGAS • Doha, Qatar

* Reviewed and analyze material requirements and establish procurement procedure to ensure timely order submission
* Float inquiries to local as well as International and Middle East suppliers and service to suit offshore & on-shore purchases
* Bid Analysis – Created and analyzed documented comparative costs submitted by suppliers in the RFx process
* Formulate strategies to issue purchase orders to potential local sources of goods & services and assessing competitive quotations, agree prices and delivery dates according to set specifications and procedures
* Logistics coordination for timely delivery of PurchasesAssist in preparation of Tender/In-house Tender submissions and other documents

**DOCUMENT CONTROLLER** Mar 2012 - Mar 2013

AMANA QATAR CONTRACTING • Doha, Qatar

* Execute document control protocols and procedures in functional work areas related to Project
* Control issuance of document numbers, including maintenance of document registers/databases. Carry out quality checks on all received technical document
* Interfaces with all Discipline Engineers to ensure smooth workflow review process of technical docs including outstanding & pending issues

**DOCUMENT CONTROLLER** Jan 2009 - Sep 2011

INTERNATIONAL TRADE & DEVELOPMENT • Doha, Qatar

* Administer Document Control Services to Projects.·
* Maintain Accurate electronic & hard copy libraries for project management systems
* Liaise / resolve queries with Engineers and Project Team

**SAP – DMS CONFIGURATION TEAM MEMBER** Jul 2007 - Jan 2009

ARABIAN CONSTRUCTION CO (ACC) • Abu Dhabi, United Arab Emirates

* Collaborated with SAP DMS Consultant with the latest SAP technologies on a global scale and assisted business transformation teams in delivering projects during design/build phase
* Detailed requirements gathering and documentation-
* SAP Data conversion and migration-
* SAP master data configuration-
* Test phases within project development till go live stage
* Administrate the Document Control function and maintain Quality Management System records

**RECRUITMENT OFFICER** Jan 2007 - Jul 2007

MEINHARDT (SINGAPORE) • Dubai, United Arab Emirates

* Job postings | Sourcing from job portals | Arranging interviews | Job offer paper works·
* New staff induction
* Incoming and outgoing communications
* Provided efficient and professional administrative and clerical service to colleagues, managers and supervisors to facilitate an effective operation of the office

**DOCUMENT CONTROLLER** Jun 2006 - Dec 2006

EL-SEIF CONTRACTING • Doha, Qatar

* Provides a variety of routine/standardized document control support services to project team
* Coordinate with document control team with the issue, receipt and tracking of all engineering and supplier deliverables
* Implement all necessary procedures to ensure that document management is carried out at optimum effectiveness

**MEDICAL TRANSCRIPTIONIST / PERSONNEL CLERK** Jan 2001 - Apr 2006

AL AHSA HOSPITAL / DR. SULAIMAN AL HABIB MEDICAL CENTER • Riyadh, Saudi Arabia

* Provides a variety of routine/standardized document control support services to project team
* Coordinate with document control team with the issue, receipt and tracking of all engineering and supplier deliverables
* Implement all necessary procedures to ensure that document management is carried out at optimum effectiveness Transcribed / Translate medical abbreviations and jargon in to medical reports
* Processed recorded dictation of health care professional into medical reports
* Entered medical reports in to electronic health records systems
* Coding using ICD10
* Processed & tracked medical staff government medical certifications
* Calendar, appointments and travel arrangements
* Managed incoming/Outgoing communications