

NINO ALFREDO G. ALLADO

Building No. 5, Zone 51, Street 561
Doha, State of Qatar
Mobile No. 7786-4118; 66747115
Email Add: nino.allado0115@gmail.com



WORK EXPERIENCES:

LIBERTAS CONSULTING SERVICES

Freelancer – November 2022 - present

AL BANDARY ENGINEERING TRADING & CONTRACTING W.L.L (ABE)

Document Controller – August 04, 2020 – September 06, 2022

- Prepared submittal documents for Prequalification, Method Statements, Shop Drawings, Detailed Design Drawings, Material Submittals, Technical Submittal, etc., submit it to the Consultant document control and keep a received copy.
- Sending E-mails to the Sub-contractors for the Letters & commented Shop Drawings, Material Submittals, Work Inspection Request, MEP Clearance, Pre-Qualification, etc. for immediate action and information.
- Coordinate all activities related to the Document Control procedure, including technical documents, drawings, and correspondences.
- Drafting correspondence to the client, consultant, and subcontractors as well as inter-office memo to other departments, creating and maintaining filing systems both in hard and soft copies.
- Receives incoming correspondence, Invoices, Sub-contractor Shop Drawings, etc. and maintains a systematized and organized recording of all the documents sent and received and keeps these documents on proper filing.
- Prepares inspection reports, material inspections, request for information, daily site reports to be submitted to the consultant. Keeps an updated record of all the site files and organizes them on proper box files.
- Prepares and submits weekly and monthly progress reports to our Senior Planner including One-week look-ahead reports, schedule of material and shop drawings submittals approved and under review by consultant, status of material procurement and progress photos for visual reference as to the project completion status.
- Prepares recording formats for daily site manpower report as well as keeping daily attendance report of all the site workers.
- Prepares daily log sheet reports regarding the status of every submittal and transmittal to the consultant, as well as all the materials and shop drawings submitted to the consultant to date, updates the recording system on a daily basis and reports it to the project manager for information and reference.

QATARI DIAR-SAUDI BIN LADEN GROUP (QD-SBG)

Document Controller – August 12, 2012 – June 19, 2020

- Prepared submittal documents for RFIT, Work Notifications, Method Statements, Shop Drawings, Material Inspection Request, etc., submit it to the central document control and keep a received copy, coordinate all activities related to the Document Control procedure, including technical documents, drawings, and correspondences.
- Ensured that all Inspection Requests (RFIT & WN) are duly filled, compiled and entered in the register / log, before or after submitting to Consultant/Employer representative for inspection.
- Follow up the submitted documents with the central document control to get the received and commented copy from the consultant.
- Made sure that controlled copies of latest approved documents and drawings are given to the appropriate staff and subcontractors.
- Maintained updated records of all approved documents and drawings and their distribution clearly.
- Maintained the documents and drawings in the office under safe conditions without any damage and easy to follow.
- Follow up with D.C periodically to receive all documents related to the section and distributed it according to Manager's advice.
- Submitted the daily report prepared by the Engineer and maintain a received copy of the report attached with subcontractor's report.
- Arranged and coordinated for meetings upon request.
- Printed and distributed the updated logs for all the submittals weekly.
- Distribution of documents, drawings and other correspondence as required.
- Allotting Inspection Request numbers, submittal numbers for documents, drawings, submission to consultant and tracking
- Entering, filing and tracking of all incoming/outgoing letters, documents
- Preparation, submission, filing and tracking of all submittals to Consultant, Client and correspondence.
- Distribution of documents, drawings and other correspondence as required
- Maintained all documents and records as per the Control of Document and Record procedure.
- Destroying or marking voided documents as "SUPERSEDED" when new drawing revisions are issued.
- Distributed the documents, drawings as required by EM, PM, QAM and maintain filing & tracking in good line.
- Performed other administrative and management support functions as required.

AMERICAN-QATARI -FRENCH COMPANY (AFQCo)-The Pearl Qatar

Procurement Officer – October 8, 2011 – August 01, 2012

- Prepared Purchase Requisition
- Checked and received the deliveries if the quantity is correct and no damage.

- Prepared and follow-up the documents for material submittals to be delivered to clients and report to my superior the status of the submittals.
- Scanned and Encoded the Purchase Requisitions, Local Purchase Order and Delivery Notes.
- Updated material tracking lists.
- Coordinated with Storekeepers regarding the status of the stocks and materials for the project.
- Updated, Scanned and Encoded the Structural Material Submittals, Architectural Material Submittals, and General/Pre-Qualification Submittals

JEWERS DOORS QATAR LLC - NDIA (New Doha International Airport)
Administrator/Project Secretary/Document Controller, March 01, 2009 – September 30, 2011

- Prepared and submitted daily and weekly construction activity reports to clients.
- Arranged documents for safety induction of laborers.
- In-charge in application of vehicles and plant equipments passes.
- Composed correspondences, creating and maintaining filing systems both in hard and soft copies.
- Document controlling.
- Prepared manpower working hours, Purchase Requisition and Local Purchase Order.
- Checked and received the deliveries if the quantity is correct and no damage.
- Prepared the documents for material submittals to be submitted to the consultant/client.
- Scanned and Encoded the Purchase Requisitions, Local Purchase Order and Delivery Notes.
- Prepared packing list of all incoming materials and Updated log of material tracking list.
- Arranged meetings/appointments and organizing travel and accommodations for staff.
- Invoiced and Encoded all receipts of company expenses and send it to head office in United Kingdom for information.
- Any other tasks as required by the Management.

PROMO EDGE CORPORATION- DAVAO CITY, PHILIPPINES
Project Coordinator, January 2005 – May 2008

- Conducted interview for merchandisers referred by the HRD taking into considerations the minimum qualifications and required competencies for merchandisers (stationary, roving, back-up, reliever).
- Introduced merchandisers to the account.
- Oriented merchandisers prior to official deployment using the Pre-Deployment Checklist such as Vision, Mission, Job Description / KRA (Key Result Area), Merchandising Basics, Account Policies, Sales Operations Reports Requirements.
- Reported directly to the Store owner, store purchasers and store supervisors during store check.
- Submitted weekly off-take reports, monthly reports, and activity and flash reports based on the merchandisers report and store check.
- Forecasted product need and availability; review historical data; and make alignment with the salesman for him to follow through with purchase orders.

PROVEERSE MANPOWER AND MARKETING SERVICES

Merchandiser February 2004 – December 2004

- Ensured display is merchandised according to plan-o-gram.
- Worked with store management to ensure display receives best placement.
- Submitted weekly off-take report, monthly activities report and monthly report (Share of Shelves, Price Competitive).
- Ensured the share of shelves of every product will be maintained and increased not decreased.
- Identified all cross-selling opportunities by building customer rapport and asking probing questions.

Account Sales Representative, October 2001 – December 2003

- Marketed, advertised, merchandised and demonstrated client product to customers.
- Placed and maintained point of purchase (POP) materials as necessary.
- Increased product sales at assigned level.
- Trained retail stores representatives on specific product features and benefits.
- Arranged discounts (retail or wholesale), ordering of stocks, and check availability of materials needed in home finishing.
- Routinely volunteered to help co-workers resolve problems and questions from difficult or angry customers. **Result:** Consistently regarded as “*Customer Relation Officer*” of the month.

SKILLS:

- Document Controlling and Recording
- Computer Literate: MS Word, Excel and PowerPoint; Basic AutoCad
- Driving skills (Philippine and Qatar Driving License holder)

SEMINARS AND TRAININGS ATTENDED:

1. Basic AutoCad
Filipino Information Technology Educators Qatar
(FILTEQ)
January 2018 to May 2018
Doha, Qatar
2. Workshop on Document Control
ICON Training center
July 31st, 2018, Doha, Qatar
3. ISO 9001:2015 – Quality Management System
(Internal Auditor Training)
February 15 & 16 2016, Doha, Qatar

MERIT AND AWARD:

Flash Reporter of the Year – Gold Awardee (Distributor Sales Group)

For providing the fastest report on competitive activities for the period of January to December 2007

EDUCATIONAL BACKGROUND:

University of Mindanao, Davao City, Philippines
Bachelor of Science in Commerce Major in Marketing 2008

REFERENCES:

Eng. Yousef Adnan

InfraRoad – Project Engineer MicroTunnel
+97450404196

Eng. Johneo Tenaja

PARSONS International - Assistant Resident Engineer MicroTunnel
+97477840512

MR. CHRIS NIGEL JEWERS

Jewers Doors Limited-Managing Director
+44(0)1767317090