### **JOSE ARCHIE B. SANTOS**

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## **R E S U M E**

POSITION HELD:

* DOCUMENT CONTROLLER - ADMIN. **** July 2000 – Dec. 2017

ERICSSON AB

Jeddah, Kingdom of Saudi Arabia

* PIPE TALLY CLERK  **** Feb. 99 – May 1999

 SAIPEM – EMC (Semac 1)

 EUROPIPE II (42” inch Pipe)

(Germany - Denmark)

* PIPE TALLY CLERK  **** Nov. 98 – Feb. 1999

 SAIPEM – EMC (Semac 1)

 NOORDGASTRANSPORT (36” inch Pipe)

 (Holland)

* PIPE TALLY CLERK  **** June. 98 – Sept. 1998

 SAIPEM – EMC (Castoro 10)

 PEMEX CANTARELL (36” inch Pipe)

 (Del Carmen, Mexico)

* PIPE TALLY CLERK  **** Dec. 97 - May 1998

 SAIPEM – EMC (Semac 1)

 PINGHU OIL & GAS DEV’T PROJ.

 10” & 14” inch Pipe

 (Pinghu, China)

* PIPE TALLY CLERK  **** July - November 1997

 SAIPEM–EMC–TOTAL (Semac 1)

 Yadana Development Project

 36” inch Pipe

 (Rangoon, Myanmar)

* PIPE TALLY CLERK **** May - June 1997

 SAIPEM – EMC (Castoro 2)

 NORFRA LANDFALL

 42” inch Pipe

 (Dunkerque, France)

* PIPE TALLY CLERK **** March - May 1997

 SAIPEM – EMC (Castoro 2)

 UK - INTERCONNECTOR

 40” inch Pipe

 (Zeebrugge, Belgium)

* TECHNICAL CLERK  **** January - March 1997

SAIPEM – TOTAL (Castoro 5)

 Yadana Development Project

 36” inch Pipe

 (Rangoon, Myanmar)

* DOCUMENTATION ASSISTANT **** August 1992 - November 1996

 ABV Rock Group KB

 Riyadh, Kingdom of Saudi Arabia

* DATA ENCODER/COMPUTER OPERATOR **** August 1991 - July 1992

 Ultra Data Corporation

 Strata Bldg., Ortigas

 Pasig City, Philippines

* COMPUTER SECRETARY **** June 1989 - August 1991

Engineering Equipment Inc.

 Namayan, Mandaluyong City

 Philippines

* COMPUTER OPERATOR/INSTRUCTOR **** February 1987 - October 1988

 System Technology Institute

 Edsa Shaw Blvd. Mandaluyong City

 Philippines

CAREER SUMMARY:

A document controller/Administrator with a proven ability to establish and maintain an effective filing and archiving system for paper documents and electronic documents and files in accordance with company and archiving procedures. Possessing extensive knowledge of: electronic data management systems, supplier document controls, electronic filing systems, Possess full commitment and determination towards work.

Proficient with the management and efficient working of the Document control management.

Well versed with distributing documents and tracking and retrieving them of regular basis.

Proficient with maintaining the register entries for all the receipts, submission of document and the correspondence issues with the clients.

Ensure the effective running of the day to day activities.

Ensure compliance with the quality management.

TYPE OF COMPUTER SOFTWARE FAMILIAR WITH:

MICROSOFT OFFICE QUATTRO

MICROSOFT WORD PC TOOLS

MICROSOFT EXCEL MS PHOTO EDITOR

MICROSOFT ACCESS ADOBE ACROBAT

MICROSOFT POWERPOINT HARVARD GRAPHICS

MICROSOFT WORKS NORTON EDITOR

MICROSOFT OUTLOOK WORDSTAR PROF.

CORELDRAW TOOLKIT APPLICATION

SITE HANDLER NORTON ANTIVIRUS

UNIX DATA BASE PIPE TRACKING SYSTEM PROGRAM

WORK EXPERIENCES:

July, 2000 - December 30, 2017

Ericsson AB

(Jeddah, Saudi Arabia)

#### **Position: General Administrator/Document Controller**

* Ensuring that the daily handling of all engineering documents is processed in accordance with the control system established within the Ericsson Project.
* Keeping and maintaining files (both current and historical within the archives for all engineering documents within the Ericsson project.
* Control of receipt and registration of all new and revised engineering documentation.
* Supply of Engineering Documentation as and when required by the various department or disciplines.
* Registration, distribution and Handling of Technical Documents which is produced by Ericsson employees, Sub-contractors and Clients.
* Production of softcopies and hardcopies for submittal to the client.
* Maintain a tracking facility to enable documents to be updated easily.
* Checking and Ensure day to day activities are performed in compliance to the department operation manual procedures instructions.
* Assisting in implementation, operation and maintenance of the site database for recording and accommodation of all site information required for proper management activities.
* Ensuring all documents are as up to date as possible within electronic filing systems.
* Promoting and providing general assistance of all aspects of document control activities.
* Set-up Projects folders and facilitate Project communication process.
* Maintain confidentiality around sensitive information and terms of agreement
* Responsible for processing/handling of all incoming and outgoing document, mails & equipment thru UPS/DHL courier service (local and abroad).

March 1997 - May 1999

###### **SAIPEM - European Marine Contractor**

(Semac 1 and Castoro 10)

Position: Pipe Tally Clerk

* Prepare Pipe Tally Report and Double Joint Record.
* Ensure pipe is checked when they arrive on board the Lay barge.
* Ensuring all pipe and weld data is accurate and complete.
* Check and record Single Joints sequence in accordance with relevant alignment sheets with respect to anode or buckle arrestor sequence.
* Record and return to shore a surplus line pipe.
* Check the inside of pipe are clean before line-up operations.
* Transfers pipe and weld data from hand-held computer (PSION) to main Lay Barge Computer by using Pipe Tracking System at end of shift.
* Preparing report and compilation of pipe and weld records.
* Complete pipe and weld backup of all data.

### **January - March 1997**

SAIPEM (Castoro 5)

Position: Technical Clerk

* Responsible for filing, handling and distribution of all incoming and outgoing correspondence to various department, offices, clients.
* Preparing copies of weather forecast to distribute.
* Prepare and distribute Daily Progress Report to various department and clients.
* Perform such other jobs assigned by the Superintendent from time to time.

August 1992 - November 1996

ABV Rock Group KB

Riyadh, Kingdom of Saudi Arabia

Position: Documentation Assistant

* Responsible for handling, encoding and distribution of all incoming and outgoing correspondence to various departments, offices, subcontractors/consultants local and abroad and the main contractor.
* Handling of Classified correspondence and safekeeping of Original hard copies.
* Manning daily data entry, updating and report generation of all types of correspondence, confidential and non-confidential.
* Responsible for the monthly report generation of all correspondence TO and FROM the Client and monitoring the responses of both sides.
* Perform such other jobs assigned by the Documentation Departments Manager from time to time.

August 1991 - February 1992

Ultra Data Corporation

Strata Bldg., Ortigas

Pasig City, Philippines

Position: Data Encoder

* We therefore, the data encoders are bound responsible for the accuracy of every word entered as we are always reminded of the sensitivity of our work. And in addition to my duties, I was also tasked in updating, proof reading and spell checking of others work by using WordPerfect spell checker. I was also doing the graphic design of the magazine circulating in USA.

June 1989 - August 1991

Engineering Equipment Inc.

Mandaluyong City, Philippines

Position: Computer Secretary/Operator

* Responsible for all clerical works related to payroll.
* Preparing and Printing of salary slip for the entire employee.
* Preparing Memo, Fax and Letter
* Other relevant duties/tasks as directed by managers.

February 1987 - October 1988

System Technology Institute

Edsa Mandaluyong City, Philippines

Position: Computer Instructor/Operator

* Assist students during their hands on.
* Scanning and checking the programs done by the students for their errors by using the COBOL PROGRAM COMPILER.
* Print results of the same for their information and for debugging.

KEY SKILLS AND COMPETENCIES:

* Proficient typing and editing skills.
* Data organization skills.
* Strong IT, database and communication skills.
* Gathering information from varied sources.
* Assisting departments with queries on documentation requirements and submissions.
* Able to react quickly and effectively when dealing with challenging situations.
* A comprehensive understanding of health and safety regulations.
* Ability to evaluate, prioritize, organize and delegate work schedules.
* Quick learner and ability to work in a flexible working environment.
* Proven decision making skills.
* Network administration: Troubleshooting and monitoring.
* Maintain document database in Network.
* Production and keeping of softcopies (to the network/server) and hardcopies.
* Ensuring completion of tasks.

TRAINING, SEMINARS ATTENDED:

* Survival Course at Maritime Training Centrum B.V. at Maaslakte, the Netherlands
* Basic Offshore Safety Induction and Emergency Training (OPITO approved).
* Basic Safety and Emergency Preparedness Course (OLF approved)
* Basic Firefighting and Rescue
* First Aid and CPR course (Saudi Red Crescent)
* Administrative Professionals Common Admin Support task
* Essential Skill for Admin Support Professionals
* Document Management
* Advance Administrative Support
* Interpersonal Communication
* Time Management
* Occupational Health and Safety

EDUCATIONAL BACKGROUND:

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| --- | --- | --- |
| DEGREE | SCHOOL | YEAR GRADUATED |
| Elementary | Isaac Lopez Elementary School | 1981 |
| High School | Jose Rizal College | 1985 |
| College | Lyceum of the Philippines | 1990 |
| Vocational | System Technology Institute | 1988 |
| COLLEGE: B.S. Computer Science |
| VOCATIONAL: Computer Programming |

PERSONAL DETAILS:

Name **** Jose Archie B. Santos

Home Address **** 806 A. Bilog St. Vergara

 Mandaluyong City 1551 Philippines

Home Mobile No. **** 09217957099

Home Telephone No. ****

 Nationality **** Filipino

Date of Birth **** June 30, 1969

Place of Birth **** Manila, Philippines

Language Spoken **** English, Tagalog

Height **** 5’ 9

Weight **** 80 Kgs.

CHARACTER REFERENCES:

Yousef Sulaiman Al-Obaid (HR Manager)

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 Saleh Al-Otaibi (Admin and HR Manager)

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*I hereby certify that the above-mentioned information are true and correct to the best of my knowledge and belief.*

JOSE ARCHIE B. SANTOS