

CURRICULUM VITAE

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Objective

To obtain a challenging position that will utilize my experience in a progressive growth oriented company.
To work for an organization that recognizes individual abilities, talents and accomplishments.

Summary Skills

- Excellent in Microsoft Applications.
- Excellent in Myjob & Sharepoint Database Applications
- Excellent in Quick Brain Database Applications.
- Excellent in Maximo Database Applications.
- Excellent in Adobe Acrobat, Photoshop & PDF Applications.
- Well acquainted in Internet Applications.
- Knowledge to Process Review Invoices & Supporting Documents
- Check standards & work procedures in construction documents to ensure that contract specifications and procedures are met.
- Update shop summary report & production report everyday.
- Provides technical advice recommends Medication as necessary.
- Performs any other related duties as directed by management.
- A strong ability to work in a team with good communication skills.
- Ability to work independently and as part of a team.
- Work productively with others in a team environment
- Expert of multi tasking.

Work Experience

15 years as Document Controller Engineer and Administrative in Oil and Gas Refinery & Construction Projects in the following Major Contractors/ Multi National Contracting Companies.

- 1) In M/s. Prime BMD
- 2) In M/s. SPIE Oil & Gas Services Middle East (Yasref KSA)
- 3) In M/s. Daelim Saudi Arabia Co. Ltd.
- 4) In M/s. Fluor Government Group
- 5) In M/s. Hyundai Engineering and Construction Co., LTD.
- 6) In M/s. Fluor Government Group

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- 7) In M/s. SPIE Oil & Gas Services Middle East (OTV Fujairah)
 - 8) In M/s. Chunjo Qatar Trading & Contracting WLL
 - 9) In M/s. Kellogg Brown & Root
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Details of Professional Experience

Company : M/s.Prime BMD
Duration : 10 Dec.2021 to Present
Job Position : Document Controller
Project Name : Cabading Reservoir Booster Pump Station
Project Owner : M/s. Manila Water Philippines
Location : Philippines

Present Job Roles and Responsibilities:

- Handles the processing (documents routing, sorting, scanning, stamps, filling, retrieval, distribution/transmittal) of incoming and outgoing documents/transmittals of assigned projects
- Maintains a document log for incoming and outgoing transmittals.
- Ensure documents are complete, approved, acceptable and submitted within the agreed schedule
- Maintains a repository of project documentation and information in the library.
- Identifies, maintains, secure and protects the hard copies and e-copies of project folders.
- Delivers reports on compliance and status of documents as directed by the lead document controller.
- Coordinates and collaborate with Project team and contractors to ensure proper and timely processing of project documents.
- Coordinates and assist the records controllers in ensuring completeness of project folders
- Follow up overdue and pending docs from the Reviewers to ensure that agreed TAT is being followed.

Company : M/s. SPIE Oil & Gas Services Middle East (Yasref KSA)
Duration : 21 April.2014 to 21 April.2015
Job Position : Document Controller - Commissioning
Project Name : Yanbu Aramco Sinopec Refining Company Ltd
Project Owner : M/s. Saudi Aramco (YASREF)
Location : Yanbu Saudi Arabia

Present Job Roles and Responsibilities:

- Liaise with project engineers & project planners
- The receipt of project certification, the input to the database upon completion
- The filing of certification in the relevant system dossiers
- Updated the construction commissioning plan
- Handling of all project site instructions, anomaly reports, site & technical query preparation & copying of work test packs
- Distribution of correspondence from management to from contractor
- Generating various types document registers and tracking forms
- Custodian for all vendor documentation

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- Preparation of management reports from data base , status on outstanding check sheets & punch list item
- Preparation of weekly reports, reports on various tracking information regarding work completed by engineers and technicians
- Maintained project as built drawings, review of commissioning dossiers
- Providing completion status of commissioning dossiers procedures
- Involved in the handover of documentation, commissioning dossiers to final client

Company : M/s. Daelim Saudi Arabia Co. Ltd.

Duration : 26 April.2013 to 05 April.2014

Job Position : Lead Document Controller – Project Control

Project Name : SADARA CHEM II ISS Project

Project Owner : M/s. Saudi Aramco (SADARA)

Location : Jubail Saudi Arabia

Present Job Roles and Responsibilities:

- Ensuring document management procedures and work methods are followed and met as per company procedure and requirement.
- Producing reports and schedules as directed.
- Updating and maintaining the document management systems on Build Online and onsite server directories.
- Interfacing with the project team/Company and subcontractors in resolving problems and issues relating to documentation.
- Generating reports from documentation data held on Build Online and onsite servers
- Implements established documentation procedures. Develops, defines, and analyzes solutions to documentation requirements utilizing broad technical knowledge.
- Performs all documentation functions on a project, including implementing and expediting office check procedures for supplier approval drawings, technical data, and certified supplier documents.
- Responsible for routing, recording, monitoring, and expediting office checks of engineering and supplier data as required. Interfaces with reproduction department for required reproduction associated with distribution of engineering, supplier, and technical data.
- Reproduce and distribute all daily Correspondence from company to each discipline and subcontractors.

Company : M/s. Fluor Government Group

Duration : 10 April 2012 to 10 April 2013

Job Position : HSE- Sr. Administrative Specialist

Project Name : Military Base

Project Owner : M/s. Fluor Government Group

Location : Fluor Village - Afghanistan

Job Roles and Responsibilities:

- Maintain the Quick base program with updated medical data for tracking of employee Health and safety reports, HIPAA experience
- Oversee all of the data entry of immunizations
- Fit For Duty certificates into the Preventive Medicine tracker

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- Ensure that all employees 23,000+ theater wide are current and in compliance with CENTCOM's MOD 10 standards.
- Communicating with Department Heads to identify employees immunization and FFD deficiencies

Company : **M/s. Hyundai Engineering and Construction Co.,LTD.**

Duration : 9 April.2011 to 9 April.2012

Job Position : Document Controller – Project Control

Project Name : Habshan 5 Utilities and Offsites Project– Integrated Gas Development

Project Owner : M/s. Abu Dhabi Gas Industries LTD. (GASCO)

Location : Abu Dhabi United Arab Emirates

Present Job Roles and Responsibilities:

- Ensuring document management procedures and work methods are followed and met as per company procedure and requirement.
- Producing reports and schedules as directed.
- Updating and maintaining the document management systems on Build Online and onsite server directories.
- Interfacing with the project team/Company and subcontractors in resolving problems and issues relating to documentation.
- Generating reports from documentation data held on Build Online and onsite servers
- Implements established documentation procedures. Develops, defines, and analyzes solutions to documentation requirements utilizing broad technical knowledge.
- Performs all documentation functions on a project, including implementing and expediting office check procedures for supplier approval drawings, technical data, and certified supplier documents.
- Responsible for routing, recording, monitoring, and expediting office checks of engineering and supplier data as required. Interfaces with reproduction department for required reproduction associated with distribution of engineering, supplier, and technical data.
- Reproduce and distribute all daily Correspondence from company to each discipline and subcontractors.
- Responsible for updating Construction Master Document list, Vendor Deliverables and Engineering Deliverables.
- Distribute updated daily list of new Engineering and Vendor deliverable to each disciplines.
- Responsible for submission of all document transmittals to company.
- Responsible for maintaining log/register of all incoming and outgoing letter/transmittals from clients and monitor report reply status to site managements and Site Company server.
- Control all site correspondence such as letters, transmittals, site memo, site instructions and IOM issued by each disciplines to subcontractors.
- Responsible for maintaining, updating and keeping all documents electronically and hard copy at site.
- Communicate with subcontractors for all contractor document requirements.
- Control all incoming monthly and weekly reports of all subcontractors and reproduce copy for distribution to each designated disciplines.
- Update and monitor daily document transmittals and drawings from all subcontractors.
- Produce copy of documents requested by other disciplines.

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- Reproduce copy of latest drawing revision and distribute to the recipient. Ensure superseded drawings are separated.
- Download and distribute all correspondence from EDMS/Company server.

Company : M/s. Fluor Government Group

Duration : 5 April 2010 to 6 April 2011

Job Position : Maximo Data Base

Project Name : Military Base

Project Owner : M/s. Fluor Government Group

Location : Camp Harrison Bagram - Afghanistan

Job Roles and Responsibilities:

- Receive Work Order Request of Customer
- Understand the Problem of Customer According the Work Request
- Prepared Work Order Request Using Maximo Data base
- Distribute the Work Order Sheet to the Craft In charge for the work
- Monitor the Work Order In the Data Base
- Prepared daily report

Company : M/s. SPIE Oil & Gas Services Middle East LLC (OTV Fujairah)

Duration : 1 November.2009 to 1 April 2011

Job Position : Document Control Engineer - Commissioning

Project Name : Fujairah 2 Water Plant Project

Project Owner : M/s. Fujairah Asia Power Company

Location : Fujairah United Arab Emirates

Present Job Roles and Responsibilities:

- Preparation of turnover documents from construction to commissioning
- Preparation of marked-up P&ID drawings and construction inspection & test plans for turnover inspection
- Preparation of equipment and cable list
- Distribution of the copy of Approved notification to the responsible personnel in the inspection Civil, Mechanical, E&I, Commissioning & Commissioning PTW Engineer
- Update of document progress in Microsoft Access Software
- Liaison with client and sub-contractors for site inspection
- Preparation of turnover and energization certificates
- Preparation of punch list and clearance certificate
- Verifies and confirm the documents of the visual inspection of the system
- Verifies and confirm the safe start of commissioning
- Verifies and confirm the documents for the completeness of installation
- Review the QA/QC documentation
- Review the documents for the punch list item

Company : M/s. Chunjo Qatar Trading & Contracting WLL (Under Hyundai)

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Duration : 18 August.2008 to 18 August 2009
Job Position : Lead Document Controller
Project Name : Pearl GTL Complex – Liquid Processing Unit (LPU) Works C5
Project Owner : M/s. Qatar Gas & Shell Limited
Location : Ras Laffan Industrial City, Islamic Republic of Qatar

Present Job Roles and Responsibilities:

- Ensuring document management procedures and work methods are followed and met as per company procedure and requirement.
- Producing reports and schedules as directed.
- Updating and maintaining the document management systems on Build Online and onsite server directories.
- Interfacing with the project team/Company and subcontractors in resolving problems and issues relating to documentation.
- Generating reports from documentation data held on Build Online and onsite servers
- Implements established documentation procedures. Develops, defines, and analyzes solutions to documentation requirements utilizing broad technical knowledge.
- Performs all documentation functions on a project, including implementing and expediting office check procedures for supplier approval drawings, technical data, and certified supplier documents.
- Responsible for routing, recording, monitoring, and expediting office checks of engineering and supplier data as required. Interfaces with reproduction department for required reproduction associated with distribution of engineering, supplier, and technical data.
- Reproduce and distribute all daily Correspondence from company to each discipline and subcontractors.
- Responsible for updating Construction Master Document list, Vendor Deliverables and Engineering Deliverables.
- Distribute updated daily list of new Engineering and Vendor deliverable to each disciplines.
- Responsible for submission of all document transmittals to company.
- Responsible for maintaining log/register of all incoming and outgoing letter/transmittals from clients and monitor report reply status to site managements and Site Company server.
- Control all site correspondence such as letters, transmittals, site memo, site instructions and IOM issued by each disciplines to subcontractors.
- Responsible for maintaining, updating and keeping all documents electronically and hard copy at site.
- Communicate with subcontractors for all contractor document requirements.
- Control all incoming monthly and weekly reports of all subcontractors and reproduce copy for distribution to each designated disciplines.
- Update and monitor daily document transmittals and drawings from all subcontractors.
- Produce copy of documents requested by other disciplines.
- Reproduce copy of latest drawing revision and distribute to the recipient. Ensure superseded drawings are separated.
- Download and distribute all correspondence from EDMS/Company server.

Company : **M/s. Kellogg Brown & Root**
Duration : 4 Feb.2007 to 4 Feb.2008

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Job Position : Administrative Assistant – Accounting & Finance

Project Name : Military Base

Project Owner : M/s. Kellogg Brown & Root

Location : Camp Anaconda BALAD - IRAQ

Job Roles and Responsibilities:

- Received All Subcontracts Invoice.
- Received A Timesheet of Subcontract According to Work Released Number.
- Process Service Received Documents by Weekly (SRD).
- Truck The Total Hours By Weekly, Correction of Errors & Comment Issue.
- Process Invoices of Subcontractors.
- Process ITF Package for Payments.
- Review The Invoices & Supporting Documents.
- Update Our Tracking Logs.

Company : **M/s. Kellogg Brown & Root**

Duration : 4 Feb.2006 to 4 Feb.2007

Job Position : Administrative Specialist

Project Name : Military Base

Project Owner : M/s. Kellogg Brown & Root

Location : Camp Victory BAGHDAD - IRAQ

Job Roles and Responsibilities:

- Perform Administrative Functions As Needed For The Manager.
- Maintain And Update All Data for Manager, Supervisor and Log Coordinator's Reference Books.
- Effectively Create All Types of Spreadsheets and PowerPoint Presentations Quickly and Efficiently.
- Proofread And Edit Any Correspondence Before Disseminating Out To Key Personnel.
- Designed and Update property Lists for Equipment to Allow for More Accurate Accountability.
- Advised Personnel On Any Type Of Administrative Issue.
- Weekly Review Of Over 30 Timesheets For Accuracy, Submit Timesheet To Projects Control And Payroll, As Well As Distributes Them Once Received From F&A.
- Responsible for Researching Items For Material Requisition, Whether Trough Fed Log Or on Internet, To Ensure Accurate and Complaint Request For Material or Personnel.
- Consistently Updating Personnel Roster And Files As Employees Arrived and Depart.
- Conduct In And Out Processing For R&R, LWOP and Demobilization.
- Also Prepare R&R / LWOP Paperwork, Received Itineraries Then Following Up For Confirmation.
- Monitoring Expiration and Preparing, Submitting Paperwork for ID card Renewal.

Company : **M/s. Kellogg Brown & Root**

Duration : 4 Feb.2005to 4 Feb.2006

Job Position : Document Controller

Project Name : Military Base

Project Owner : M/s. Kellogg Brown & Root

Location : Camp Victory BAGHDAD - IRAQ

Job Roles and Responsibilities:

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- Received and Log Incoming and Outgoing Letters/Transmittals.
- Update Company & Subcontractor's Correspondence "LETTER REGISTER", and Monitor Report Reply Status to Site Managements.
- Preparation of All Incoming and Outgoing Documents Receiving and Updating.
- Encoding Distribution for Advance Copy and Information.
- Responsible For Maintaining All Incoming and Outgoing Transmittals from Contractors.
- Perform other Duties as Requested by Immediate Supervisors or as needed.

Company : **M/s. Kellogg Brown & Root**

Duration : 4 Feb.2004 to 4 Feb.2005

Job Position : Administrative Specialist

Project Name : Military Base

Project Owner : M/s. Kellogg Brown & Root

Location : Camp Victory BAGHDAD - IRAQ

Job Roles and Responsibilities:

- Perform Administrative Functions as Needed for the Manager.
- Effectively Create All Types Of Spreadsheets and PowerPoint Presentation Quickly and Efficiently.
- Receiving and Verifying of Service Order Request (SOR).
- Weekly Calculation for the Manpower Total Hours for Each Service Order Request (SOR).
- Maintain and Monitor The File In the Database.
- Monitoring Expiration and Preparing, Submitting Paper Work for ID card Renewal of The Subcontract Workers (SCW) of Our Department.
- Perform Other Duties as Requested by Immediate Supervisor or As Needed.

Company : **M/s. H.R.D. (S) PTE., LTD.**

Duration : 26 Aug.2002 to 25 March.2003

Job Position : Office Assistant – System Department

Project Name : Cavite Economic Zone

Project Owner : M/s. PEZA

Location : Rosario CAVITE, PHILIPPINES

Job Roles and Responsibilities:

- Receiving Daily deliveries of office supplies and computers.
- Submitting daily reports of defective and repaired parts of computers and printers from different Departments.
- Checking computer parts, programs and applications.
- Checking Computer specifications delivered by the supplier.
- Distribution of computers and printers to different department.

Educational Background

College:

Technological Institute of the Philippines
Aurora Blvd. Cubao Quezon, City
Bachelor of Science in Computer Engineering
Saint Michael Parochial School

Secondary:

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Elementary:

C. Villaran St. Jalajala, Rizal
Jalajala Elementary School
Jalajala, Rizal

Trainings Attended

Leadership and IIF Supervisor Skills Training

Pearl Village Training Center

Pearl GTL Complex

Ras Laffan Industrial City, Islamic Republic of Qatar

- **Introduction to HSE and Leadership**
- **Supervision within Life Critical Activities**
- **Practical Leadership**
- **Train The Trainer**
- **Supervisor Skills Training**

Occupational Safety and Health Administration

Fluor Village Training Center

Bagram, Afghanistan

- **OSHA**

Character Reference

Upon request