**KHEIRA Steit**

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**Career Objective:** Be part of a dynamic **Document Control & Archives Management**

**Education:** Bachelor degree in Librarianship & Documentation Sciences, 1996

Oran University. Algeria

**Honors & Awards:**

*‘Certificate of appreciation’*. AIRMS ENGINEERING FEED BACK SURVEY. ADGAS ASSET INTEGRITY & RELIABILITY MANAGEMENT, 2009.

Abu Dhabi, UAE

**Relevant Courses:**

‘ACONEX’ for Records Management, 2008

ALDAR PSJ. Abu Dhabi, UAE

ISO 14001:2004 Lead Auditor (IRCA 2017), 2010

Bureau Veritas. Abu Dhabi, UAE

Associate of Science in Management and Business Administration, 2005

Associated AMBAI University. Dubai, UAE

Employment Training Program, PPE. Centre de génération d’emploi, 2014. Montreal, Quebec

**Work Personality Skills:** *(My WPI Career Transition report – developed by: Shawn Bakker & Donald Macnab, September 2014).*

***Working with others:***

**Teamwork** ☑

Enjoying the work that involves a combination of team and independent work.

**Outgoing** ☑

Socially bold and self-confident when interacting with people. Like others with an outgoing, extraverted style, I enjoy meeting people and I’m comfortable in groups.

**Democratic** ☑

Like to consult with people when making decisions, because I believe it’s important to get the advice of others.

***Energy & Drive:***

**Energy** ☑

I’m an active individual with a high level of energy and stamina.

**Persistence** ☑

Persistence and determination seems to be one of my stronger traits.

**Leadership** ☑

Like influencing others and naturally gravitate towards leadership roles.

***Work Style:***

**Attention to Detail** ☑

Organized and take an orderly approach to my work. I’m planful and thorough in everything I do, because I want thing to be done right.

**Rule following** ☑

Like to work with rules in my career, and have high ethical and work standards. I value strict adherence to rules more.

**Dependability** ☑

Working hard to follow through on my word and meet my obligations. I strive to meet my commitments and stress the importance of completing work on time.

***Dealing with pressure and Stress***

**Self-Control** ☑

Calm, easy-going, and free from anxiety. Tend to keep my emotions in check.

**Stress Tolerance** ☑

Tolerate stress very well and find it easy to remain relaxed. Tend to stay calm and steady when I’m under lots of pressure and can effectively cope with many demands.

**Computer skills:** Microsoft Office 2010, PowerPoint, Photoshop, AUTOCAD, Outlook, Lotus Notes, Adobe Acrobat, WinZip, FTP, e-Room

Electronic Document Management software(SharePoint, MAXIMO, PRIMAVERA, DOCUMENTUM, ACONEX, SPF)

DOCUMENTUMimagesCAG9ZRSZ

**Work Experience:** Over 10 years of experience in Document control management.

Deal with incoming and outgoing post, including assisting with the dispatch of information/support and fundraising materials.

Establish and maintain records of all engineering drawings and other documents in hard copies and electronic files.

**Establish from scratch all Archives and records storage management system, procedures, logistics and control.**

Writing/Updating a complete set of data quality control PPP’s (Policies, Procedures Practices) for the execution phases of the projects modifications , using existing and other company standard software package including EDMS records system.

Maintaining and developing procedures and systems to ensure the maintenance of manual and electronic filing systems.

Monitor the revisions and approval status for company or, Client, vendor and any other third party documents.

Handling, Supervising and training Document Control Management system; for several teams and groups assigned by different firms and business partners.

Handling administration works and responsibilities.

**Languages skills:**

**Very fluent in spoken and written** languages: **English, French**, Spanish & **Arabic**.

**Work History:**

**Business executive Tropical Breeze, QC** 2015 - To-date

Fleet Coordinator MONERIS. St-Laurent Feb-Apr 2015

Project CoordinatorABU DHABI GAS LIQUEFACTION COMPANY Ltd., Abu Dhabi. UAE. 2009-2013

Document Controller LeadIPS INVENSYS MIDDLE EAST. FZ Dubai, UAE 2006-2009

Document Control SupervisorNATIONAL PETROLEUM CONSTRUCTION COMPANY, Abu Dhabi.

UAE 2003-2006

Technical Document ControllerSONATRACH GROUP - ANADARKO – SONARCO.HMD, Algeria. 1999-2002

Document Controller/ArchivistMINISTRY OF URBANISM. Algeria 1998-1999

**Social Activities:** Active member with ‘**Emirati Red Crescent**’. UAE **2004-2013**

Member of ‘**La Company F**’. Montreal

Member of ‘Salon Culturel avec **Thuy Aurélie Nguyen**’

Contributor in ‘**Marché Angus**’. Christmas Event. Dec

Fan & Supporter of ‘**Canadiens de Montréa**l’

5-7 activities, Jean Talon Est. Montreal.

**References:** References are available up on request