Vladimer Garancho

DOCUMENT CONTROLLER/DATA ANALYST

Details

Davao City, Davao del Sur, 8000
Philippines
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NATIONALITY

Filipino

Links

Linkedin

Case Study - Kaggle

Skills

Microsoft Excel

Databases(SQL)

Programming (Python/R)

Data Cleaning/Wrangling

Data Visualization

Document Management and
Control

Analytical Thinking

Profile

Dynamic and detail oriented with 14+ experience in handling and managing documentations on construction industry. Having some transferable skills that meet the current requirements for the data related jobs. Adept at receiving and monitoring data from multiple data streams, including Access, SQL, and Excel data sources. Proven track record of generating summary documents for senior management for monthly and quarterly audit and compliance reporting. Versatile and fast learner with less to none supervision.

Employment History

Document Controller/Punchlist Controller, Tecnicas Reunidas, Al-Ahmadi, Kuwait

JANUARY 2018 — FEBRUARY 2022

- Successfully handover all the required client approved construction dossiers to KNPC earlier than the scheduled turnover.
- Developed and managed inspection and test package punchlist database (Access).
- In-house application operator for piping and welding tracking system and extraction of ICAPS punchlist for elimination of redundant punch items.
- Reduced document turnaround time by 15% and enabled a 10% increase in project completion rate.
- Developed document control system that ensured electronic tracking and version control of key project documents.
- Automated database maintenance and document audit processes ensuring requirements are met and streamlined.
- Managed and monitored document distribution ensuring all requirements are met and approvals are obtained.
- Established a clear naming standard and tracked the storage location of all documentation utilizing the database.

Document Controller, Hyundai Engineering and Construction, Shuaiba, Kuwait

NOVEMBER 2012 — DECEMBER 2017

- Review and prepare of required dossiers for turnover to the client (KOC).
- Piping reports (welding/NDT) and files management.
- Test package punchlist tracking. In-house application operator for piping and welding tracking system.
- Responsible for assigning test package details on the system.
- Scanning and filing QC related reports.
- Developed document control system that ensured electronic tracking and version control of key project documents.
- Automated database maintenance and document audit processes ensuring requirements are met and streamlined.
- Managed and monitored document distribution ensuring all requirements are met and approvals are obtained.
- Established a clear naming standard and tracked the storage location of all documentation utilizing the database.

Document Controller, Hyundai Engineering and Construction, Khursaniya, Kingdom of Saudi Arabia

APRIL 2010 — JUNE 2012

- Piping drawings (Isometric/P&ID) filing and arrangement.
- In-house application operator for piping and welding tracking system.
- Responsible for assigning test package details on the system.

- Established a clear naming standard and tracked the storage location of all documentation utilizing the database.

Computer Operator, Kentz, Jubail, Kingdom of Saudi Arabia

OCTOBER 2007 — NOVEMBER 2009

- Assisting on material take-offs on electrical and instrumentation drawings.
- Clerical works and file managements.
- Daily manpower and man hours reporting.

Education

BS Computer Engineering, AMA Computer University, Davao City, Philippines

MAY 2002 — JUNE 2006

Certifications

- ComptiA A+
- Microsoft Office Specialist (Excel 2013)
- PCEP – Python Certified Entry Level Programmer
- IBM Data Analyst
- Google Data Analyst