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SEQUENTIAL JOB HISTORY

2023-24 : Ali & Sons Cont.
2020-23 : China State Const.
2019-20 : Ghantoot Group
2016-19 : Trans Emirates MEP
2013-16 : Mabani Delma Cont.
2011-13 : OSAN Group
2009-11 : M.A. Kharafi & Sons
2007-09 : ADMA-OPCO

TOP SKILLS

- Expertise in electronic document management systems (EDMS)
- Proficient in Microsoft Office Suite, particularly Microsoft Excel
- Knowledge of industry-standard document control procedures and practices
- Ability to implement and maintain document control processes and standards
- Strong understanding of change control procedures
- Knowledge of records management principles and practices
- Ability to manage electronic and hard copy records
- Excellent attention to detail
- Strong organizational and time management skills
- Excellent communication and interpersonal skills
- Ability to work independently as well as in a team environment
- Familiarity with quality management systems, such as ISO 9001 or related standards
- Knowledge of project life cycle and its implications on document management
- Strong problem-solving and decision-making abilities

EDUCATIONAL BACKGROUND

ACLC College

Computer System in
Network Technology
(2004 - 2005)

ACLC College

Computer System in
Design and Programming
(2002 - 2004)

Norman Calayo

Site Secretary / Document Controller with 15+ Years' Experience

Abu Dhabi, United Arab Emirates

SUMMARY

With over 15 years of experience in the construction industry, I have collaborated with diverse companies, specializing in comprehensive documentation and clerical tasks. I excel in preparing correspondences, transmittals, and submittals for materials, drawings, and project reports.

Proficient in maintaining daily register logs, I am skilled in using various Electronic Document Management Systems (EDMS) such as Primavera Projects Unifier by MUSANADA, SharePoint, ORACLE Aconex, OpenText Documentum, and EPFM (Etihad Rail Engineering Document Management System - Production Environment) for efficient data management and uploading.

WORK EXPERIENCE

HEAD OFFICE

VARIOUS DEPTS / Document Controller

ALI & SONS CONTRACTING (ASCON) / August 2023 - Present

- Handled backlog transitions between departments.
- Initiated and coordinated documentation for a new project, encompassing correspondences, submissions, and reports.
- Temporarily supported the Cost Control Department, overseeing subcontractor payments, scanning, and report management.
- Handled diverse responsibilities in the Accounts Dept, including petty cash management, employee documentation, and subcontractor payments.

RAILWAY

QAQC Document Controller

CHINA STATE CONSTRUCTION (CSCEC) / February 2020 - April 2023

- Managed and maintained Test Request and Material Inspection Request for the Etihad Rail Project as part of the QAQC Department.
- Handled and organized over 85,000 files for the Test Request.
- Managed over 1,500 files for the Material Inspection Request.
- Assisted other departments and subcontractors by uploading approved documents to the EDMS application using OpenText Documentum.

ROAD INFRASTRUCTURE

Site Secretary / Document Controller

GHANTOOT Group / Sept. 2019 - Feb. 2020

M.A. AL-KHARAFI & SONS / Jan. 2009 - Nov. 2011

- In charge of clerical tasks for Internal Roads at Residential Plots in Al Yeef - Liwa City.
- Responsible for controlling, preparing correspondences, and reports.
- Assisted with the implementation of MUSANADA's EDMS.
- Physically organized project docs for Salam Street Project with Al-Kharafi.

MECHANICAL, ELECTRICAL & PLUMBING SYSTEM

Site Secretary / Document Controller

TRANS EMIRATES ELEC. & MECH. WORKS / Jan. 2016 - Aug. 2019

MABANI DELMA GENERAL CONTRACTING / Mar. 2013 - Jan. 2016

OSAN GROUP / Nov. 2011 - Feb. 2013

- Overall in-charge of clerical and documentation works for multiple projects with Trans Emirates.
- Ensured proper documentation, crucial in winning a dispute, highlighting the importance of accuracy.
- Involved in Transmission System and Sewerage & Drainage projects with Mabani Delma.
- Maintained an organized and disciplined approach to document control.