



# Nasser C. Dimacaling

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## SUMMARY

Over eight (8) years in Document Controller relating to Construction Management and Civil Works. And Four (4) years in Oil & Gas Project involves in purchasing, expediting and warehousing of the materials that are requiring.

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## EXPERIENCE

### 2013 – 2019 Document Controller, WorleyParsons, Al-Khobar K.S.A

**Services (GES & LSTK).** Provide consulting services for engineering design of telecommunication project. Ensure that the work must conform under the engineering standard, and maintain an awareness of document handling techniques and be responsible for adherence to the document control procedures.

**Document Controller.** Aspect and Responsibilities. Description.

- ▶ Receive, log, track, file, monitor and reporting of engineering and supplier drawings in an Electronic Data Management System.
- ▶ Process and control engineering documents, drawings and project deliverables in accordance with established guidelines and client specific procedures.
- ▶ Expedite the review and approval of engineering deliverables and supplier documentation.
- ▶ Manage record document flow to and from all appropriate parties.
- ▶ Maintain an awareness of document handling techniques and be responsible for adherence to the document control procedures
- ▶ Compiling and assembly of Supplier Equipment Data Manuals
- ▶ Monitoring all drawings and documentation requirements as outlined by pre-set schedules to ensure deadlines are met.
- ▶ Provide routine quality checks on all outgoing documentation in accordance with established Worley Parsons and Client guidelines
- ▶ Respond to internal and external drawing and document requests
- ▶ Effective and timely archiving of project records.
- ▶ Monitor all quality related activities on the projects.
- ▶ Assure all technical documents relative quality control are current status.



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2012 - 2012

### **Short Term Contract (Part Time) QA/QC Document Controller, SADARA Project Jubail K.S.A**

**SADARA Project** - Saudi Aramco, one of the leading energy suppliers to the world, and The Dow Chemical Company, the leading specialty materials company in the world, are forming Sadara Chemical Company (Sadara), a joint venture that will construct, own and operate a world-scale integrated chemicals complex in Jubail Industrial City II, in the Eastern Province of the Kingdom of Saudi Arabia.

#### **QA/QC Document Controller. Aspect and Responsibilities. Description.**

- ▶ Receiving, dispatching and filing of all technical and non-technical documents in and out of the office.
- ▶ Maintain the full flow / control of documents as per ISO standard.
- ▶ Filing and log in of Material Submittals, Method of Statements, RFI's etc in a more professional way.
- ▶ Speed-up documents preparation, creation to records, and information retrieval while maintaining the accuracy and traceability of each documents stage.
- ▶ Resolve conflicts between departments regarding control of the quality and assure the proper flow of information through eliminating unnecessary activity, changing present forms, and adding new forms and work flow necessary for the activities.
- ▶ Impressive organization of records that was became a pattern for most of the staff which also captured the attention of ISO external auditors.
- ▶ Maintain the log showing the percentage chart for Non- Conformance Notification, Safety Violations, General Site Advise, and Site Instruction.
- ▶ Full responsibility of the finished project documents and archive them separately in office store in a highly professional way, as it can be easily recovered in the future.
- ▶ Prepare Request for Information (RFI) check list and E-log within 24 hours prior to inspection.
- ▶ Prepare Material Submittal for Approval to the Consultant.
- ▶ To prepare Progress Report every week and end of the month.
- ▶ To ensure that all other discipline activities that required inspection within the activity have been inspected and approved.
- ▶ Maintain the full flow of drawing register as per ISO standard.



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### 2008 - 2012 Document Controller, WorleyParsons, Al-Khobar K.S.A

**Project–General Engineering Services (GES).** Provide consulting services for engineering design of telecommunication project. Ensure that the work must conform under the engineering standard, and maintain an awareness of document handling techniques and be responsible for adherence to the document control procedures.

**Project –General Engineering Document Controller.** Aspect and Responsibilities. Description.

- ▶ Receive, log, track, file, monitor and reporting of engineering and supplier drawings in an Electronic Data Management System.
- ▶ Process and control engineering documents, drawings and project deliverables in accordance with established guidelines and client specific procedures.
- ▶ Expedite the review and approval of engineering deliverables and supplier documentation.
- ▶ Manage record document flow to and from all appropriate parties.
- ▶ Maintain an awareness of document handling techniques and be responsible for adherence to the document control procedures
- ▶ Compiling and assembly of Supplier Equipment Data Manuals
- ▶ Monitoring all drawings and documentation requirements as outlined by pre-set schedules to ensure deadlines are met.
- ▶ Provide routine quality checks on all outgoing documentation in accordance with established Worley Parsons and Client guidelines
- ▶ Respond to internal and external drawing and document requests
- ▶ Effective and timely archiving of project records.

**Project – Saudi Aramco Shell Refinery (SASREF)-Materials Controller**

- ▶ Receive; preserve at site issue materials for construction.
- ▶ Receiving of the materials in site.
- ▶ Average, shortage and Damage of the materials.
- ▶ Warehousing, Preservation issuing of the materials.
- ▶ Materials inspection at the Site.
- ▶ Purchasing in local vendors in the Site.
- ▶ Updating the deliveries of the materials in the Site.
- ▶ Expedite materials with vendors.
- ▶ Coordinate materials requirement with project team / purchasing / Vendor



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### 2005 - 2008 Document Controller, Dhafir Contracting L.L.C, Dubai U.A.E

**Project – American Hospital Dubai.** Main Contractor of the Outpatient expansion of American Hospital, Client: Mohammed Obaid Almulla Dubai U.A.E, Project Manager: Turner International Dubai U.A.E, Consultant: Coffman Engineers/ Mario Associates.

#### **Responsibilities:**

- ▶ Registering of internal and external documents.
- ▶ Maintenance of controlled documents registers.
- ▶ Distribute documents according to distribution matrix
- ▶ To control documents on all or allocated projects
- ▶ Sending of Drawing Transmittals and Submittals.
- ▶ Ensuring that drawing transmittals are acknowledged in case there is a dispute on whether the drawings were transmitted.
- ▶ Manage the document/drawing review process, Internal and External.
- ▶ Expedite the responses to document/drawing issues.
- ▶ Archiving data for historical purposes.

### 2001 - 2005 Buyer & Material Controller, Mohammed Almojil Group, Jubail K.S.A

**Project – Saudi Basic Industries Corporation (SABIC) and Saudi Aramco Shell Refinery (SASREF).** In charge of the operation for the Low Valued Procurement Services and. Operation involves in purchasing, expediting and warehousing of the materials that are requiring. Coordinating with the End-user's as to what are the specification's/description's of the material's that they are requiring. Responsible in procuring materials, from the local and overseas market, office supplies to refinery materials as per procurement procedure.

**Project – Saudi Basic Industries Corporation (SABIC)**

**Project – Saudi Aramco Shell Refinery (SASREF)**

#### **Responsibilities**

- ▶ Preparation of Direct Purchase Requisition for Mechanical / Process, Electrical / Instrument, Communication Equipment, Pipes and Fittings.
- ▶ Expedite with vendor and coordinate with SABIC Management Team for vendor clarification, Technical Evaluation.
- ▶ Responsible for expediting of technical and commercial clarification to vendor by close follow up. Responsible for expediting of material delivery at the site.



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- ▶ Coordinator during shutdown in the Site.
- ▶ Ensure records are update and computer reports are generated in time.
- ▶ Ensure complete system is operating smoothly and trouble free.
- ▶ Inspect the materials piping / Electrical / Instrument as per Specifications.
- ▶ Coordinate materials requirement with project team / purchasing / Vendor
- ▶ Expedite materials with vendor.
- ▶ Use SAP (System Application Program for the Data Processing in SAP system.
- ▶ Preparation of direct Purchase Requisition in SAP system.
- ▶ Preparation of Purchase Order in SAP system.
- ▶ Direct responsible for material receiving, identification, segregation, inspection (comparison with the material specification) tagging and storage their assign locations. Material issuing and coordination between the End-users.
- ▶ Management of material store for plant maintenance material (Mech., Electrical & Instrumentation) and documentation related too.

## EDUCATION

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**Applied Computer Programming** from **System Technology Institute (STI)**

(1998 – 2000), **Manila Philippines**

## PUBLICATIONS/PRESENTATIONS

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- SAP R3 Overview 4.6 (System Application Program)
- Microstation V8 User Update
- Microsoft Excel
- Microsoft Word
- Power Point

## SPECIFIC TECHNICAL EXPERTISE/SPECIALIST COURSES

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- PC repairs
- PC Assembly
- Installing hardware and software
- Performing preventive maintenance
- Servicing system unit
- Upgrading hardware and software
- Servicing monitor and printer
- Data encoder