

# HENRY A. VILLACRUEL

## DOCUMENT CONTROLLER



### PROFILE

I'm an experienced expat Document Controller who worked for many construction companies for years. I capable to do multi-tasking works such as Purchasing, Document Handling, Material Handling and Logistics. I can easily adapt to a fast pace environment and can learn new things with minimal instructions. I have been proven to be meticulous and detail oriented at work. I always provide 100% accurate details to my client. I provide quality than quantity!

### CONTACT

📍: 876 Italia st. Muzon Taytay, Rizal City, Philippines 1920

Age: 39

📅: March 25, 1983

☎: 09953914801

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[henry.villacruel@yahoo.com](mailto:henry.villacruel@yahoo.com)

### EDUCATION

**Informatics International College**  
**BS of Information Technology**  
2004 – 2008

### WORK EXPERIENCE

**POSITION: MARKETING HEAD FOR WORLD WIDE SHIPPING CONTAINERS**  
**DURATION: DECEMBER 2019 – UP TO PRESENT**

- Make Bidding process for the shipping containers in different vendors
- Provides computer input and performs analytical review of reports generated sales report
- Maintaining sales for the various vendors and clients
- make PO for different kind of sales units as per client requirements
- Review inventories and order as required.
- Interact with the suppliers on a day-to-day basis.
- Review deliveries against the orders.

**POSITION: DOCUMENT CONTROLLER/MATERIAL CONTROLLER**  
**COMPANY: PACORCA CONSTRUCION CORPORATION**  
**DURATION: NOVEMBER 2017 – JULY 2019**

#### Job Description:

- Make Payment for Progress Billing and use drop box system for document handling.
- Provides computer input and performs analytical review of reports generated. Accumulates and accesses historical documents, such as reports, drawings and correspondents.
- Maintaining logs and documents tracking and registers required for document control system
- Timely distribution of documents to person/department/sites/vendors.
- Filling and archiving all project correspondence documentation and transmittals, etc.
- Make copies of the documents for submission and distribution.
- Collate purchase orders and purchase requisitions in order to order materials, goods and supplies.
- Send them to the suppliers.
- Review inventories and order as required.
- Interact with the suppliers on a day to day basis.
- Review deliveries against the orders.
- Produce and maintain all reports.
- Ensure that any invoices are sent to accounts for payment.
- Deal with non-supplied, under orders, over orders and damaged goods.
- Manage any procurement activities including PRF's (purchase Request Form)
- Ensure all data and PO's are correctly recorded

**POSITION: DOCUMENT CONTROLLER**  
**COMPANY: RED PLANET HOTELS CONSTRUCTION**  
**DURATION: AUG 2013 – FEB 2017**

**Job Description:**

- Make Payment for Progress Billing and use drop box system for document handling.
- Provides computer input and performs analytical review of reports generated. Accumulates and accesses historical documents, such as reports, drawings and correspondents.
- Maintaining logs and documents tracking and registers required for document control system.
- Timely distribution of documents to person/department/sites/vendors.
- Filling and archiving all project correspondence documentation and transmittals, etc.
- Make copies of the documents for submission and distribution.

**POSITION: DOCUMENT CONTROLLER**  
**COMPANY: ODEBRECHT INTERNATIONAL– GUINEA, AFRICA**  
**DURATION: FEB 2012 – MARCH 2013**

**Job Description:**

- Can use POL (project online system)
- Provides computer input and performs analytical review of reports generated. Accumulates and accesses historical documents, such as reports, drawings and correspondents.
- Maintaining logs and documents tracking and registers required for document control system
- Timely distribution of documents to person/department/sites/vendors - Filling and archiving all project correspondence documentation and transmittals, etc. - Make copies of the documents for submission and distribution

**POSITION: DOCUMENT CONTROLLER**  
**COMPANY: ALUMCO QATAR WLL**  
**DURATION: MAY 2011 – DEC 2011**

**JOB DESCRIPTION:**

- Receipt and submission of documents from and to owner/consultant/subcontractors and vendors - Maintaining logs and documents tracking and BOQ registers required for document control system. - Assign numbers for correspondence, documentation, etc.
- Timely distribution of documents to person/departments/sites/vendors.
- Filling and archiving all project correspondence documentation and transmittals, etc. - Make copies of the documents for submittal and distribution.

**POSITION: DOCUMENT CONTROLLER**  
**COMPANY: AL NAHR. CO. LTD/ANC TRIPOLI LIBYA**  
**DURATION: JUL 2009 – JAN 2011**

**JOB DESCRIPTION:**

- Coordinate all activities related to the Document Control procedure, including technical documents, drawings, and commercial correspondence.
- Input document data into the standard registers ensuring that the information is accurate and up to date.

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- Generate the various document control reports as required.
- Typing of site documents, and follow up of all the site needs
- Makes sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable
- Maintain the documents and drawings in the Document Control office under safe custody without any damage or deterioration with easy traceability.
- Maintain the files and control logs as required by the project. Receipt and submission of documents from and to owner/consultant/subcontractors and vendors
- Maintaining logs and documents tracking and registers required for document control system
- Timely distribution of documents to person/department/sites/vendors
- Filing and archiving all project correspondence documentation and transmittals, etc.
- Make copies of the documents for submission and distribution

## SKILLS

