



# DATUBAKAR QUEZON MASTURA

POSITION: DOCUMENT CONTROLLER

## OBJECTIVE

Seeking challenging position which effectively utilize my skills and apply my knowledge and work dynamically towards the growth of an organization.

## CONTACT

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## ADDRESS

1<sup>st</sup> FLOOR FLAT NO.7, ZONE-25, STREET  
945, BUILDING 66, MANSOURA DOHA-  
QATAR

## NATIONALITY

FILIPINO

## PASSPORT NO.

P0118593A

## QID & DRIVER LICENSE NO.

28260820337

## LANGUAGE SKILLS.

Arabic :Yes

English :Yes

Tagalog :Yes

## CAREER HIGHLIGHTS

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- With at least more than 10 years of experience as a Document Controller in Gulf countries both Infrastructure, Roadwork's, Landscape, Utilities and Buildings.

## SKILL AND COMPETENCY

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- Proficient in Microsoft Office Program such as MS Excel, MS Word, MS Outlook, Adobe Photoshop & PDF.
- Efficient in office works with excellent typing skills, fast learner, minimum supervision, and good in oral and written communication, positive and hardworking, organized, resourceful and honest, willing to learn and invest time & effort to accomplish assigned task.
- Enable to use Wrench Document System & Oracle JD Edwards.
- Ability to use computer and rapidly input data and retrieve records and information.

## EDUCATIONAL BACKGROUND

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- Lugay-lugay Elementary School Cotabato City Phil. 2000
- Cotabato City National High School – Main Campus 2004
- Southern Philippines Academy Inc. College (SPA College, Inc.) – BSC Major in Management

## HOBBIES AND INTEREST

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- Hangout and Socializing with friends and families.
- Watching Movies & TV
- Playing billiards & Basketball with friends.
- Playing Online Games with friends.

## WORK EXPERIENCE

Company Name: **JH Construction W.L.L** former Al JABER & MAKHLOUF W.L.L  
Period : February 2020 to Present  
Job Title : Document Controller at Cost Control Department



### Duties and Responsibilities:

- Handling the Petty cash expenses by receiving, assigning the right resource and cost codes.
- Generating the cost code & resource of petty cash invoices in (Oracle) JD Edward system.
- Receiving and distributing invoices to Cost control engineers.
- Assist in Issuing weekly productivity reports for Equipment provision time.
- Participating in Equipment timesheet for cost code allocation review.
- Preparing log, reports and any other requirements as instructed by the CCE.

Company Name: **Al JABER & MAKHLOUF W.L.L**  
Period : October 2017 to Present  
Job Title : QA/QC Document Controller.



Project : Road Improvement Work for Junction & Roundabouts in Various Areas of Greater Doha Phase - 7

### Duties and Responsibilities:

- Maintaining and implementing Office file system.
- Preparing transmittals for submission like Shop Drawing, Material Submittal, Method Statement, Prequalification and Non-Conformance Report.
- Coordinating to consultant for follow up the status of submitted documents.
- Receiving correspondences and submittal related to project & distributed as per instruction of Project Manager.
- Monitoring and tracking the records by looking through submitted files and computer bases files.
- Submitting & Receiving the status for Work Inspection Request (WIR) and updating soft copies and data base system.
- Updating logs for Test Results of Concrete Cubes, Asphalt (BC-A, BC-B, WC).

Project : New Orbital Highway (NOH-3)

### Duties and Responsibilities:

- Handling and filing the incoming O.T.R papers for CBM, Tack Coat, Cube and Dry Mix Test Results
- Managing the allocation of Original Test Results both IR soft & Hard copies.
- Receiving and distributing IR & O.T.R.
- Maintaining (EDMS) such as logs and soft copy.
- Assist and support for the closure of Inspection Request as per instruction by QAQC Manager.
- Updating IR log sheet for weekly reports & Progress Reports.
- Coordinating with Main Contractor for follow up the status of submitted IR's & Updating for weekly reports.

Company Name: **Combined Group Co. For Trading & Contracting - Qatar**  
Combined Group Company, which is engaged the construction work of Building, Infrastructure, Road, etc.

Period : May 2014 to October 2017  
Job Title : Document Controller



شركة المجموعة المشتركة للمقاولات والبناء  
Combined Group Contracting Co.

### Projects:

- Wedding Hall Complex Al Refaa - Completed (2013 - 2015)
- Celebration Hall Complex Al Daayen - Completed (2014 - 2016)
- Celebration Hall Complex Al Wakra - Completed (2015 - 2017)

**Duties and Responsibilities:**

- Daily routine activities of document controller, distributor of document hard & soft copies coming from consultant, supplier & subcontractor as per instruction of project manager.
- Circulating and recording all incoming and outgoing emails and hand deliveries.
- Prepare and updating all related log sheets and maintaining electronic folders and directories.
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- Preparing transmittal for Shop drawing (SD,) As Built Drawing (ABD), Material submittal (MS), Material Inspection Request (MIR), Prequalification (PQP), Method Statement (MS), Inspection test plan (ITP), Testing & Commissioning (TC) and Operation & Maintenance Manual (O & M).
- Managing the allocation of document and other activities.
- Assist and support as per instruction of QAQC Manager.
- Produce reports as required by management, preparing MR and letters as per instruction of Technical Manager and Project Manager.
- Received and encode for petty cash in site project.
- Handing over the documents to Consultant like (Training sheets, Operation & Maintenance Manual, Testing and Commissioning and As Built Drawings).

**Company Name:**

**Municipality of Sultan Kudarat, Maguindanao, Philippines**

**Period:** February 2013

**Job Title:** Municipal Clerk

**Duties and Responsibilities:**

- Issue public notification of all official activities and meetings.
- Participate in the administration of municipal elections, including preparation and distribution of ballots, and tabulation.
- Maintain and update documents such as municipal codes and city charters.

**Company Name:**

**Seder Group Co. Ltd. (K.S.A)**

**Period:** 2006 – 2010

**Job Title:** Document Controller cum assistant in Office

**Duties and Responsibilities:**

- Implement and maintain office system.
- Receiving & distributing the documents coming from the clients or supplier.
- Encode the related documents to keep tracking.
- Circulating, and recording all incoming and outgoing emails and hand deliveries.
- Monitor all tracks of record by looking through submitted files and computer bases files. Coordinate the flow of information both internally and externally.

**Company Name:**

**COMMUNITY AND FAMILY SERVICES INTERNATIONAL (PHILIPPINES)**

**Period :** FEBRUARY 2005 – JULY 2006

**Job Title :** COMMUNITY ORGANIZER – VOLUNTEER

**Duties and Responsibilities:**

- Assist the community Organizer leader in planning and monitoring the field sites.
- Prepare all documents related to the beneficiary of the project.
- Prepare all necessary tools, gadgets, and materials to be used during the on-site visit.
- Always coordinate the local Government Unit Partner during the on-site visit of the visitors coming from another country.

