

My role encompasses comprehensive document management for company and project needs, including maintaining control, adherence to standards, and following up with external parties (consultants and subcontractors) on correspondence and drawings. I lead the team in overseeing key inspection and reporting documents (Inspection Requests, Material Inspection Reports, Non-Conformance Reports, and Readiness for Handing Over) from project initiation, through document scanning and archiving, to final delivery. This includes managing the entire document lifecycle—numbering, sorting, filing, storing, and retrieval of both electronic and hard copy documents—as well as generating progress reports and dashboards. My responsibilities require meticulous detail, effective stakeholder communication, and ensuring all documentation remains organized and compliant.