



# Mariska Wolmarans

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I have 6+ years experience and knowledge in the Petro Chemical industry, EPCM experience as well as Structural, Mechanical and Piping Contractor. Positions included Project Administratot / Site Admin Manager / Project Co-ordinator / Document Controller and Test Pack Co-ordinator. I work well under pressure, a team player as well as working independantly. I have strong Administrative skills and attention to details. I take my work seriously and is very dedicated to the company/project i am assigned to.

Preferred occupation	Document Controller Project Administrator Administrative jobs
Preferred work location	East Rand Gauteng
	Sasolburg Free State
	Secunda Mpumalanga
	Lephalale / Ellisras Limpopo

## Contacts and general information about me

Day of birth	1972-10-21 (52 years old)
Gender	Female
Residential location	East Rand Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2015.12 iki 2016.03</b>
Company name	Steval Engineerong
You were working at:	Engineers
Occupation	Senior Document Controller
What you did at this job position?	Manage document control process for efficient Management & Recording of Project Documents. Created Project Document Register (PDR) as per Client's requirements ( $\pm 4000$ entries) - Excel bases, using all transmittals sent and received to and from Client. Daily update and maintenance of PDR as per documents / drawings submitted and received. Creating new document / drawing numbers. Weekly distribution of PDR to Project Engineers. Weekly & Monthly Progress report updates bases on documents / drawings submitted and received, breakdown of various Statuses received on document / drawings from Client. Monthly submittal of PDR to Client for comparison and approval. Weekly teleconference with Client (Technoedif, Portugal) on transmittals sent and received, as well as expediting of documents / drawings / technical queries, etc. Submittal of documents / drawings using Client's online Document Management System. Submittal of Status 3 (AFC approved) documents / drawings to site. Managing and maintaining site drawing register. Submittal of Status 3 (AFC approved) drawings to workshop. Managing and maintaining workshop drawing register. Correspondence register. Ensuring all documents / drawings received from Engineering for submittal to Client is correct (document / drawing numbers, description, page numbers etc.). Ensuring all documents / drawings received from Client and Sub-Contractor is downloaded within 24 hours and forwarded to relevant Project Engineering and ensuring turnaround time of 14 days are met. Managing 2 Document Controllers.

Working period	<b>nuo 2014.05 iki 2015.08</b>
Company name	Goss & Balfe
You were working at:	Engineers
Occupation	Site Document Controller / Administrator / Test Pack Co-ordinator
What you did at this job position?	<p>Setting up all registers, files &amp; drawings (master copies), A0 hanging drawings &amp; A3 drawings (both projects). Updating &amp; maintaining registers – Drawing registers, commercial registers, ARN's, Technical Queries, Procedures, WPS's, QCP's etc. Compiling working copy files of all drawings for QC Department &amp; Site Supervision. Ensuring QC Department &amp; Site Supervision receives all new revision drawings (via transmittal) – Controlled copy. Receive and check documents / drawings / correspondence received from Client against transmittal. Managing of all site documentation (EW, PMI's NCE's, letters) / drawings. Transmitting of documents / drawings / correspondence to Client. Liaising with Durban office regarding documents / drawings. Managing of all site documentation / drawings. Compiling of Technical Queries, updating register &amp; ensuring correct drawings are attached &amp; transmit to Client. Follow up of outstanding Technical Query responses. Ensuring Site Supervision receives responses to Technical Queries ARN (Advance Revision Notices) – ensuring register is updated, transmitting copy of ARN to Site Supervision &amp; QC Department – Follow up on new revision drawing relating to ARN. Transmitting of AS-BUILT drawings to Client as per Iso Metric drawing register. Managing and ordering of site stationary. Ensure daily attendance registers are signed. Updating Attendance &amp; Evacuation Registers. Safe keeping of all Temporary &amp; Permanent Export documents. Compiling &amp; transmitting Daily diaries to Client. Compiling &amp; Issuing daily diaries to the client ensuring manpower and hours are correct (weekly update using clock cards). Updating &amp; transmitting weekly progress report to Client. Submitting weekly overtime request. Updating tracker sheet (delivery of steel). Updating and managing the Mechanical &amp; Structural trackers. Booking of flight tickets via Durban office. Secretarial duties. Compiling Asset Register (incl. values) for Client. Comparing Manpower Mobilisation registers with IR &amp; Safety Stats Registers. Record keeping of all Master QC documents (QCP's, WPS's). Assisting QC department. Reviewing TPC (Test pack Completion) packs. TPC coordinator – assisting&amp; liaising (Client &amp; G&amp;B) with outstanding CAT 2 &amp; 3 items. Ensuring correct Revision drawings in packs. Coping &amp; scanning of all signed of MC &amp; PC packs. Ensuring all relevant documents are signed off in the Packs. Transmitting of final handover packs (original &amp; copies) Compiling of GB copies (Test Packs) for record keeping.</p>

Working period	<b>nuo 2009.11 iki 2014.05</b>
Company name	Foster Wheeler
You were working at:	Project managers
Occupation	Project Administrator / Co-ordinator / Admin Manager / Document Controller
What you did at this job position?	<p>Receive, check, accurately record into WEBDMS and distribute to all project drawings &amp; documentation in an efficient &amp; expeditious manner (done in accordance Project &amp; Corporate procedures). Monitor progress of in-house and Client reviews of Technical data. Where required, input progress information (received from discipline engineers) accurately at regular intervals as specified by the project. Produce reports on documentation and progress as requested. Ensure that hard copy &amp; electronic files as required are maintained in good order to comply with QA requirements. Contribute to compilation of final project dossiers, as-built portfolios and archiving. Receiving from Head office drawings for transmittal to contractors (8 contractors &amp; Client (SASOL). Updating drawing registers. Transmitting drawings (incl new revision) drawings to Contractors. Maintaining &amp; updating Technical Query registers. Ensuring Technical Queries received from Contractors are submitted to relevant Engineer. Follow up on responses from Engineer on Technical Queries &amp; submitting to Contractors. Undertake other tasks as requested by the Document. Control Supervisor or Manager, Document Control. Produce exception reports on late documentation for management review. Monthly SHE rep inspections. Monthly audits on Contractors – latest revision drawings. Arranging of Weekly Client Review and on Site Meetings. Taking of Minutes at Project Meetings, Safety Meetings and other Meetings as required. Typing of Minutes and distribution as required. General Typing for Construction Management Team. Manage Reception and Switchboard and safe keys. Manage and Maintain Reception printer, Fax machine and Logging, photocopying, filing &amp; distribution of incoming documentation to FW Construction in accordance with appropriate Procedures. Monitoring of Construction staff including–sign-in books, totalling and logging staff and visitors man hours. Issuing of Construction APTR’s/Holiday/Sickness returns &amp; Project Management APTR’s for weekly completion. Manage and maintain site stationery and refreshments (tea, coffee sugar) supplies. Stock control, ordering and budget control. Conference rooms bookings &amp; weekly printout of sheet for doors. Ensuring Conference Rooms are clean and tidy. Arranging of refreshments for meetings and clearing up after meetings. Daily &amp; weekly back-up of FW computer network. Site office inventory checks &amp; updates. Downloading of photographs from digital cameras &amp; printing of pictures. Control and Issue of PPE to site visitors and assuring that visitors sign visitors register. Supervision of Site Office Cleaning Staff and general Office Site duties. Site Petty Cash Float – Manage and Maintain petty cash, slips/receipts and monthly reconciling for reimbursement. Answer telephones and take detailed messages. Arranging of Weekly Client Review and on Site Meetings. Taking of Minutes at Project Meetings, Safety Meetings and other Meetings as required. Typing of Minutes and distribution as required. General Typing for Construction Management Team. Manage Reception and Switchboard and safe keys. Manage and Maintain Reception printer, Fax machine and Logging, photocopying, filing &amp; distribution of incoming documentation to FW Construction</p>

## Education

Educational period	<b>iki 1989.12</b>
Degree	Grade 12 / Matric
Educational institution	Germiston Technixal College

## Languages

Language	Speaking level	Understanding level	Writing level
Afrikaans	fluent	fluent	fluent
English	fluent	fluent	fluent

## Computer knowledge

Microsoft Office (Word, Excel, Powet Point, Outlook)

Windows 10 (and previous versions)

Lotus Notes

AutoCad

Solid Edge / Bentley and DWG Viewer

Document Management Group

We-transfer / DocIT / Dropbox

Pastel

## Conferences, seminars

Permit issuer

Internal Disscipline Audit

Risk Assessment

Legal Liability

Construction Regulations

Project Administrator

SHE Reprresentative

Negotiating Skills

## Recommendations

Contact person	Luigi Bruni
Occupation	Project Manager
Company	Goss & Balfe
Telephone number	+27763062363
Email address	Luigib@gossbalfe.co.za

Contact person	Deena Govender
Occupation	Document Control Manager
Company	Foster Wheeler
Telephone number	0116900400

Contact person	Ria Olivier
Occupation	Departmental Head
Telephone number	+27829275019

#### **Additional information**

Your hobbies	Reading Belly Dancing Arts and Crafts Wood work
Driver licenses	EB Articulated Light Vehicle ≤ 3,500kg
Driver license from	1991-06-00 (33 years)
Salary you wish	25000 R per month