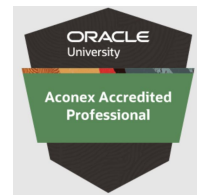


**MR. JANO A. POLVOS, CDCP**  
**NEOM Approved**  
**Certified Document Control Professional**  
**Aconex Accredited Professional**



**Primavera Unifier**



**Address** : 6755 Prince Sultan Bin Abdulaziz Road Ulaia District, 47911 Tabuk, KSA.  
**Nationality** : Filipino  
**Email Address** : [Janopolvos91@gmail.com](mailto:Janopolvos91@gmail.com)  
**Mobile/WhatsApp No.:** +966 5700 54671

### PROFESSIONAL SUMMARY:

Bachelor's Degree in Business Administration, major in Human Resource Development Management and Bachelor of Secondary Education, with 8 years of combined experience in the academe setting and construction industry. A Certified Document Control Professional and Aconex Accredited Professional with a strong background in office administration, secretarial duties, document management, and document control.

Experienced in supporting day-to-day operations, maintaining accurate records, and managing document workflows using systems like Aconex, Unifier and Share-Point. Skilled in handling both administrative and technical documents, ensuring proper version control, secure filing, and timely distribution. Known for being reliable, organized, and able to adapt in fast-paced environments while maintaining a high level of accuracy and professionalism.

### EMPLOYMENT HISTORY:

#### Document Control In-charge - KELLER

NEOM - Trojena Project FUN CLUSTER, SKI Village Micro piling Foundation.  
**From: Nov. 2022, to present**



- Responsible for managing all project documentation, ensuring accurate recording, distribution, and tracking of incoming and outgoing documents. Work closely with Project, Construction, and Technical Directors, managers, supervisors, engineers, office staff, and clients to maintain smooth communication and document flow.
- Point of Contact between the clients PMC/NEOM DCC to KELLER DCC.
- Processing the approved documents for submission to PMC/NEOM as part of the handing-over package, including shop drawings, method statements, pre-qualification documents, material submittals, RFIs, redline markup drawings, WIRs, MIRs, daily construction reports, NCRs, and related correspondence, etc.
- Receive, register, and distribute incoming documents to relevant project team members, including the Project Director, Construction Director, Technical Director, managers, supervisors, engineers, and office staff.
- Prepare, review, and issue outgoing documents, ensuring proper authorization and tracking.
- Maintain a comprehensive filing system (physical and electronic) to ensure all project documentation is easily accessible.
- Track document revisions, updates, and versions to maintain document integrity and avoid duplication or errors.
- Monitor document status and ensure timely responses or approvals from internal teams and clients.
- Coordinate with clients and external stakeholders for document submission and retrieval.
- Ensure compliance with company policies, project requirements, and regulatory standards for document management.
- Support project teams with document-related queries and provide regular reports on document control status.

- Assist in the preparation of document packs for meetings, audits, and project reviews.
- Ensuring that Engineering Procedure and General Guidelines; Project Document Numbering and Revision Procedure are followed and implemented as per Neom Standard.
- Monitors the work of another Document Controller's to ensure that their duties are complied with the Document Control Procedure.
- Escalates document problems and resolve the issues.
- Checking and editing documents for accuracy and compliance.
- Quality checks of documents prior to submission to the clients; documents for information general correspondence, review and approval.
- Provide support for the On-going External/Internal Audits.
- Provide statistics for Quality Weekly Report, Quality MoM and Monthly Report.
- Provide support to the commercial team in preparation of the invoices submitted to the client by verifying the approved documents submitted.
- Arrange the gate passes of the employees visiting and working in Trojena on job site and Pioneer Office.
- Conduct basic orientation and training to the newly hired Document Controller's about Neom Standard Procedure.
- Assisting employees with accessing documents through our document management system.

**Works closely to the following departments:**

- QAQC Engineering
- Health and Safety
- Design
- Commercial/Operations
- Human Resource
- Environmental and Sustainability
- Logistics
- Planning

**Works with the following documents:**

- Correspondence/letters (In-going/Out-going)
- Request for Information (RFI)
- Handing over area documents to the Sub-contractors.
- Material Submittals (MAT)
- Pre-qualification Documents (PQD)
- Inspection and Test Plan (ITP)
- Material Inspection Request (MIR)
- Daily Look Ahead Inspection Schedule (SCD)
- Two Weeks Look Ahead Inspection Schedule (SCD)
- Curriculum Vitae (CVs)
- Method Statements (MST)

- Project Management Plans (PLN)
- Procedures (PRO)
- Checklist (CHK)
- Test Reports (TRT)
- Training Records (TRR)
- WIR's for Structural, Survey, Civil, Geotechnical, Electrical
- Register (REG)
- Reports (RPT)
- Field Change Request (FCR)
- Presentations (PRE)
- Permits and Approval/Land Allocation Request (LAR)
- Permit to Works (PTW)
- Organization Chart (OCH)
- Non-Conformance Reports (NCR/INCR)
- Weekly Progress Reports
- Monthly Progress Report (MPR)
- Minutes of Meeting (MOM's)
- Material List (LST)
- Daily Progress Reports (DRP)
- Design Basis Reports (DBR)
- Audit Reports (ADR)
- As-Built Drawings (ASB)
- Shop Drawings for; Civil, Structural, Survey, Electrical, Geotechnical

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### QA/QC Document Controller | QC Administrator – KELLER

NEOM - The Line Project

**From: 15-Nov-2022 until 16-Dec-2023**

- Manage the Submittals of Documents and Reports into ACONEX: QAQC Engineering, HSE and Environmental Departments. Print, Scan and upload paper documents onto KELLERS OneDrive folder for final review by QA/QC Manager, Lead QC Engineer, QC Supervisor and Senior Engineer before submission in Aconex.
- Print and distribute documents as needed by the Engineers.
- Prepares and combine all the documentation of Work Inspection Requests (WIR's) such as Inspection & Test Plans (ITP), Pile Type P2 – 1500mm x 55m, Photographic Records, Survey Report, Cage Full – Bending Schedule, Bored Piling Record, Drawing of Daily Piling Progress Plan, Pile Schedule, Polymer Plant Daily Inspection Checklist, Slurry Quality Record and Checklists, Third Party Lab Concrete Testing Report, Aces Sampling Mixed Concrete Report, eSig nature.
- Consolidate and combine all the reports needed in Work Inspection Requests (WIR's) E.g. Durability and Chemical Test at 7 and 28 Days, etc.
- Disseminates Minutes of Meeting to the Manager and DC Team during DCC Weekly Meeting.
- Attend the Document Control Weekly Meeting of all the Contractors working on NEOM THE LINE PROJECT.
- Updates log of documents both submitted and received in Aconex.
- Maintain confidentiality regarding sensitive documents.

- Assisting in the preparation of Material Inspection Requests (MIR's) documents as needed by Lead QC Engineer.
- Assisting in the preparation of Method Statement (MST) documents as needed by QC Supervisor.
- Ensuring that Engineering Procedure and General Guidelines; Project Document Numbering and Revision Procedure are followed and implemented as per Neom Standard.
- Coordinate the Lead QC Engineer about the reports submitted in Aconex with code A – Work May Proceed, B-Incorporate Comments- Proceed and C- revise and resubmit - Do not Proceed for the revision of documents to be resubmitted in Aconex.
- Update the Pile Tracker Sheet of Daily QC Activity.
- Updates Comments Resolution Sheet for the resubmission of new revision of documents.
- Updates the WIR Log and MIR Log.
- Assisting in the preparation of the Daily Progress Report by attaching relevant information required.
- Assisting in the preparation of The Provision of Technical Support - MODULE 42 by providing the information and the status of documents available in Aconex.

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**Secretary - Yanabie Al-Enjaz Co. for Operation & Maintenance, Riyadh. KSA.**

**From: 09-Feb-2021 until 30-Oct-2022**

- Perform various clerical tasks, including organizing files, preparing documents, and managing office supplies.
- Handle incoming and outgoing communications, such as phone calls, emails, and letters, ensuring timely responses and appropriate routing.
- Received employees' concerns or inquiries and coordinate them to the person in-charge for immediate action.
- Maintain and update filing systems, both physical and digital, to ensure easy access to important documents.
- Print, scan and Maintain contact Information lists
- Maintain confidentiality regarding sensitive information.
- Receive visitors and direct them to the person concerned
- Preparing and editing letters, reports, memos, and emails
- Disseminate memorandums to the employees.
- Monthly monitoring of vehicle maintenance
- Checking and monitoring employees' attendance.
- Coordinating with finance for employee's iqama renewal

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**Office Assistant – St. Peter's College of Toril, Inc., Philippines**

**From: 01-Jun-2018 until 12-Aug-2020**

- Performs job functions consistent with the Institution's vision mission statement, core values.
- Receives visitors to the work unit, assesses and responds to their needs by providing basic information on services, processes, procedures and guidelines relative to the functions of the work unit; direct the visitors to the proper parties if concern are beyond one's jurisdiction and/or authority.
- Communicates with clients, employees, and other individuals to answer questions, to disseminate or explain information, and to address complaints, answer telephones, directs calls to and takes messages for person concerned.
- Open, sorts, and routes incoming correspondence and related documents.
- Dispatches and records outgoing communication and releases documents requested from the office with the superior's approval.
- Composes and types/encodes, formats, proofreads, and edits routine correspondence, memoranda, reports, statements, and other similar materials in accordance with instructions from and subjects to review of superiors.
- Gathers, retrieves and records statistical information and other relevant data for inclusion in reports; computes, records, and proofreads data, and other information, such as records or reports; assists with the maintenance of databases for information systems in the department.
- Extends administrative and clerical support such as processing of transactions, data collection and collation, and provision of logistical support on projects and activities being undertaken by the office with functions and specific tasks particular to the office or work area assigned.
- Completes work schedules, manages calendars of activities with the department, and arranges appointments as applicable. Assists in the preparation of logistical requirements including venues and facilities for programs and activities initiated and implemented by the department.
- Acts as document custodian for the office, complies, sorts and maintains records of transactions and office activities of the work unit; organizes, maintains, updates, and/or confidentiality of classified information.
- Retrieves files, records, and other documents to obtain information to respond to request.
- Maintains supplies requirements of the work unit by anticipating places orders by preparing requisition forms; verifies receipt of requested supplies and materials; maintains stocking of items and issues supplies to workstations.
- Assists in maintaining cleanliness, order, and safety in the workplace.
- Consolidates work outputs, results, and accomplishments into monthly and annual performance reports and submits these as well as other required reports to the superiors in the organization.

- Attends internal and external institutional activities such as spiritual formation, committee meetings, general assemblies, conventions, convocations, programs, and special activities.
- Attends training programs and learning sessions for the enhancement of professional, technical, and personal proficiencies.
- Performs such other assigned functions that are analogous, germane r related to and/or implied from the preceding enumeration of duties and responsibilities.

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### HR Officer – St. Peter’s College of Toril, Inc., Philippines

**From: 07-Nov-2017 until 27-Mar-2018**

- Checking and monitoring employee’s attendance
- Answering in-coming telephone calls
- Receiving in-coming documents including Application letter, Job
- Opening from other companies, etc.
- Posting job vacancies
- Informing applicant of date of examination and interview.
- Preparing and Monitoring Job Requisitions
- Requesting office supplies and materials
- Encoding job evaluation of employees
- Assisting during the Orientation Program for new employees
- Encoding Job Description of employees
- Preparing Service Renewal and Clearance of the Employees
- Releasing employees’ records upon request
- Representing the Office during the Job Fair and conducting initial interviews of applicants.

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### EDUCATION:

- St. Peter’s College of Toril, Inc., Philippines  
College of Teacher Education, Bachelor of Secondary Education major in Social Studies  
**Completed: 04-Mar-2026**
- American Institute of Business and Management  
Certified Document Control Professional  
**Completed: 20-May-2025**
- OSHAcademy - Occupational Safety & Health Training  
**Completed: 21-Apr-2025**
- St. Peter’s College of Toril, Inc., Philippines  
College of Bachelor of Science in Business Administration (B.S.B.A.)  
**Completed: 28-Mar-2018**

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### **QUALIFICATIONS:**

- Bachelor of Science in Business Administration major in Human Resource Development Management
- Bachelor of Secondary Education major in Social Studies
- Aconex Accredited Professional
- Certified Document Control Professional
- 30-hour Construction Safety and Health
- 10-hour Employee Occupational Safety and Health

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### **TRAINING AND SEMINARS:**

- Records Management and Document Control
- Document Control Specialist Certification, CPD
- Document Control Course, CPD
- Data Documentation and Record Keeping, CPDQS Accredited Certificate
- Electronic Document Management, CPD

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### **TECHNICAL SKILLS:**

- Communication Skills: Verbal and written communication skills
- Computer-literate: Microsoft Word, Excel, Teams, Outlook and PowerPoint
- Aconex, Unifier & Share-Point

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### **CORE COMPETENCIES:**

- Record Keeping & Filing
- Document accuracy & integrity
- Document QA checks
- Policy & procedure compliance
- File Management
- Document Auditing
- Client relationship management
- Date entry & Document verification
- Document Management
- Document Tracking & Reporting
- Time Management & Organizational Skills



MAIL TYPE  
Workflow Transmittal

MAIL NUMBER  
BEC-WTRAN-238681

REFERENCE NUMBER  
BEC-WTRAN-238681

Final (WF-160949) 4800000936 - WO-000 - STAGE 4A - NEOM APPROVAL\_JANO  
AMBAG POLVOS - DOCUMENT CONTROLLER

From Mr Mohanachandran Sukumaran Nair - Bechtel KSA

To (3) Bechtel Document Management TROJENA - Bechtel KSA  
Mr Mohanachandran Sukumaran Nair - Bechtel KSA  
4800000936 Document Control - Keller Company Limited

Cc (5) Mr Nilesh Anil Paliwal - Bechtel KSA  
Mr Girivina Arunagiri - Bechtel KSA  
Mr Manjunath Bhatt - Bechtel KSA  
NEOM Quality & Excellence Document Control - NEOM - Engineering & Technical Services Dept  
NEOM Trojena Document Control - NEOM - Projects

Sent Saturday, 1 November 2025 7:57:32 AM AST (GMT +03:00)

Status N/A

DOCUMENT ATTACHMENTS (2)

(0 selected)

File	Document No	Revision	Revision Date	Title	Status
	07-001100-4800000936-KTC-HRM-CRS-000088	01	09/09/2025	4800000936 - WO-000 - STAGE 4A - NEOM APPROVAL_JANO AMBAG POLVOS - DOCUMENT CONTROLLER_CRS	A - Work May Proceed
	07-001100-4800000936-KTC-HRM-CVS-000087	01	09/09/2025	4800000936 - WO-000 - STAGE 4A - NEOM APPROVAL_JANO AMBAG POLVOS - DOCUMENT CONTROLLER	A - Work May Proceed

MESSAGE

Workflow Review History

The attached documents have completed the "4800000936 - WO-000 - STAGE 4A - NEOM APPROVAL\_JANO AMBAG POLVOS - DOCUMENT CONTROLLER" workflow with the following results :

*This transmittal was automatically generated.*

Doc No	Step	Participant	Review Outcome	Comments
07-001100-4800000936-KTC-HRM-CRS-000088	PMC DCC	M Sukumaran Nair	A - Work May Proceed	
07-001100-4800000936-KTC-HRM-CVS-000087	PMC DCC	M Sukumaran Nair	A - Work May Proceed	



Jano ambag  
Polvos

Employer  
**Keller Turki**

Occupation  
**Document Controller**

Workforce ID  
**43314871**

**CONTRACTOR**



2026-06-02



إشعار بنتيجة طلب توثيق الشهادة (المصادقة)

Notice of the Certificate Verification Request

بيانات الطلب  
Request Info

Request No.	BC2026956125	BC2026956125	رقم الطلب
Nationality	Philippine	فلبيني	الجنسية
Identification Card No	6270754	6270754	رقم الهوية
Full Name	JANO AMBAG POLVOS	JANO AMBAG POLVOS	الاسم
Birthdate	1995/9/14	14/9/1995	تاريخ الميلاد
Gender	Male	ذكر	الجنس
Passport No.	P6270754A	P6270754A	رقم الجواز
Country Of Study	Philippines	الفلبين	بلد الدراسة
Degree According To Certificate	Bachelor	بكالوريوس	الدرجة حسب الشهادة
Major	Human Resource Development Management	إدارة تنمية الموارد البشرية	التخصص
Programme Title	Bachelor of Science in Business Administration	بكالوريوس العلوم في إدارة الأعمال	مسمى الشهادة
Institution Name	Sint Peter's College of Toril, Inc.	Sint Peter's College of Toril, Inc.	المؤسسة التعليمية
Graduation Year	2018	2018	سنة التخرج

نتيجة التوثيق

Result of Verification

Certificate Verification	Authenticated	مصادقة	توثيق الشهادة
Degree Verification	Bachelor	البكالوريوس	توثيق الدرجة

Powered by



This notice is valid only after verifying the full accuracy of the data contained in the notice by the beneficiary:  
<https://www.mosadaqa.sa/certificate/Verification>

لا يعتبر هذا الإشعار صحيحا إلا بعد تدقيق صحة كامل البيانات الواردة في هذا الإشعار من قبل الجهة المستفيدة من خلال الدخول على الرابط التالي :  
<https://www.mosadaqa.sa/certificate/Verification>