OLABODE OLAOLUWA ROTIMI

DOCUMENT CONTROLLER | OIL & GAS OPERATIONS DOCUMENTATION | ENGINEERING / CONSTRUCTION PROJECT DOCUMENTATION

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PROFESSIONAL SUMMARY

Oil and gas Document Controller with progressive experience at Sterling Oil Exploration & Energy Production Co. Ltd., advancing from Junior Document Controller to Document Controller. Experienced in managing the full document lifecycle, including registration, review, approval, revision and version control, transmittals, controlled distribution, retrieval, archiving and audit readiness. Brings hands-on experience with Aconex, SharePoint, MS 365, SAP, Oracle, OneDrive, EDMS and CMMS platforms, supporting crude operations, maintenance documentation, HSE records, contractor interfaces and operational reporting. Recognised for accuracy, document traceability, compliance awareness and effective information flow.

CORE COMPETENCIES

Document Control & Records Management | EDMS / CMMS | Document Registers & Metadata | Revision & Version Control | Transmittals & Distribution | Review / Approval Workflows | Audit & Inspection Readiness | ISO / API / HSE Documentation | Crude Operations Records | Engineering & Maintenance Documentation | Contractor / Vendor Coordination | Operational Reporting & KPI Tracking | Archiving & Retrieval

PROFESSIONAL EXPERIENCE

Document Controller – Crude Operations (Facility & Project) | Sterling Oil Exploration & Energy Production Co. Ltd.

Victoria Island, Lagos State, Nigeria | December 2022 – October 2026

- Managed controlled operational and project documentation, including SOPs, CMS/OMS documents, operational reports and supporting records.
- Registered, classified, maintained and retrieved documents in SharePoint, EDMS and OneDrive, ensuring accurate metadata, traceability and controlled access.
- Monitored revisions and version status to promote use of current approved documents and prevent circulation of superseded copies.
- Coordinated document review, approval and distribution workflows with internal departments, contractors and project stakeholders.
- Maintained audit-ready records for internal audits, inspections and regulatory reviews, supporting applicable ISO, API and HSE requirements.
- Controlled crude operations records, including custody transfer certificates, calibration certificates, tank cleaning records and inspection reports.
- Supported daily, weekly and monthly operational reports and KPI information; carried out document control checks, archiving and retrieval.
- Supported document database integrity and user access administration, responding to requests from operations, maintenance, logistics and shipping teams.

Junior Document Controller | Sterling Oil Exploration & Energy Production Co. Ltd.

Kwale, Delta State, Nigeria | March 2021 – December 2022

- Supported document registration, filing, updating, tracking and retrieval for operations and maintenance activities.
- Maintained electronic records in CMMS/EDMS environments and platforms including SAP, SharePoint, Oracle and OneDrive.
- Organised maintenance documentation, work order records and performance information, including downtime, MTBF, MTTR and work order completion data.
- Maintained and routed permit-to-work, HSE and risk assessment/JSA documentation in coordination with Operations and Maintenance teams.
- Followed up documentation relating to materials, spare parts, warehouse and procurement activities, vendors and contractors.
- Assisted with maintenance planning and scheduling records, resource coordination and operational and maintenance reports.

Operations Assistant | PJ Investments and Integrated Services

Woji, Port Harcourt, Rivers State, Nigeria | March 2020 – February 2021

- Supported administrative and operational activities, including document collection, filing and distribution of information and receiving forms.
- Maintained office supplies, calendars and schedules, and assisted with staff events and training coordination.

EDUCATION

Higher National Diploma (HND), Mass Communication – Distinction
Rufus Giwa Polytechnic, Owo, Ondo State, Nigeria | August 2017 – November 2019

National Diploma (ND), Mass Communication – Distinction
Rufus Giwa Polytechnic, Owo, Ondo State, Nigeria | November 2014 – October 2016

Advanced Diploma in Computer Studies – Upper Credit
First Abkol College of Information Technology (FACITECH), Ado Ekiti, Nigeria | 2011

CERTIFICATIONS & PROFESSIONAL TRAINING

- **Document Control Training Certificate** | Garden City Premier Business School, Port Harcourt | September 2026
- **Project Management Training Certificate** | Pan African Institute, Port Harcourt | 2021
- **Data Analysis (Advanced Excel) Training** | Pan African Institute, Port Harcourt | 2021
- **Industrial Research Methodology Training** | Pan African Institute, Port Harcourt | 2021
- **National Youth Service Corps (NYSC) Certificate** | Nigeria | March 2020 – March 2021

SYSTEMS & TECHNICAL SKILLS

Document Management Systems: Aconex, SharePoint, EDMS, OneDrive

Enterprise / Maintenance Systems: SAP, Oracle, CMMS

Microsoft 365: Excel, Word, PowerPoint, Access

Document Control Activities: Document registers, metadata management, electronic filing, revision tracking, transmittals, reporting, data entry and analysis

ADDITIONAL INFORMATION

Current Location: Street 220, Al Doha Al Jadeeda, Doha, Qatar

Qatar Residency Status: Resident; QID No.: 29156600861

Languages: English and Yoruba

References: Available upon request