Email:**phillip.258304@2freemail.com** **|** Age: **30 years old | Filipino**

**Personal Statement:**

A versatile IT graduate, possessing strong motivational drive to

succeed. Greatly developed skills in problem identification and

execution of effective solutions with Quality Management

System Implementation. Comfortable with analyzing and

understanding data, working under time pressure and presenting

myself in a professional manner. Excellent inter-personal communication, social skills and with proven positive approach towards objectives and tasks and with more than 9 years of combined experiences within the offices of Business Process Outsourcing (Philippines), Manufacturing (Kingdom of Saudi Arabia), Construction/Contracting (U.A.E.) and Technology (ICT) Services (U.A.E.) Companies.

**Work Objective:**

To continue my career and put it into next level with an organization that will utilize my management, supervision and administrative skills to benefit mutual growth and success.

# Working Experience:

# Smart Technology Services DWC L.L.C (Smartworld) – Feb. 27, 2013 – Jan. 20, 2016

# (Joint venture between Etisalat and Dubai World Central)

# Projects: Dubai Airport Terminal-2 Expansion III Project

 **Dubai Parks and Resorts**

# DLC-Headquarter, 1st Floor, Dubai World Central, P.O.Box: 450044, Dubai. UAE

**Tel:**+971 4814 1529/ **Fax:** +971 4814 1401 **Email:** info@smart-world.ae

Position Title: **Document Controller |**Div.: **Digital Implementation Services**

Key Responsibilities:

* Administer comprehensive Closeout Documentation of the project including attending closeout meetings with the Client, Main Contractor and all other Subcontractors.
* Liable in verification, acceptance, storage, distribution & coordination of various incoming documents and correspondences from 8 different subcontractors to Managers, Technical Leads & Engineers respectively.
* Confirmation, coordination, storage and submission of a variety of outgoing documents and letters from 13 different systems to the Main contractor.
* Maintaining master document register of all latest documents/drawings including all other associated documents & correspondences for incoming & outgoing projects/programs.
* Tracking all sort of incoming & outgoing documents and correspondences for Smart Technology Engineering project. Also, assigning, verifying & controlling document & letter number, descriptions including the revision against the Master Deliverables Register prior to issuing to the Main Contractor or Subcontractors. Ensuring all document submittals are transmitted as soon as the new revisions are received. Preparing reports showing the outstanding & overdue documents that awaits Main Contractor’s or Subcontractors response in a weekly basis. Monitor and coordinate the status of all document submittals & day to day follow ups to the concerned/assigned Engineer & or Manager of the project. Prepare, distribute and coordinate all correspondences including Client comments on the submittals received & accurately address to avoid further delays. Ensuring all hard & electronic copy distributions of all controlled documents to focal point & must be filed into the designated file folder. Systematize electronic & hard copy filing of the project related to all technical documentation for easy retrieval. Guarantee document quality to include completeness, accuracy & compliance with established procedures & updates.
* Preparation and submission of Smartworld Daily Site Report.
* Preparation and submission of Airport Airside and Landside including Material Entry and Exit Passes. Carried out any other tasks as required.

# Reliance Electro Mechanical Contracting Co. L.L.C. – REMCO ISO 9001 Certified

# P.O. Box 52027, Umm Ramool, Rashidiya, Dubai, U.A.E.

Tel. No.: +971 4 2862444 / Fax No.: +971 4 2859849

# Position Title: Secretary (July 23, 2011 – December 26, 2012)

Key Responsibilities:

* Provided administrative support to the management of the company through conducting and organizing administrative duties including receiving and handling information.
* Represented the company thru attending daily phone calls, taking messages, and transferring calls to appropriate office personnel.
* Managed the operation of the Department.
* Generated summary of outstanding balances/ Statement of Accounts and total invoices.
* Prepared and submit official documents (Annual maintenance contracts for the A/C System or Chillers, Renewal Contracts, Fee Agreements).
* Made a follow-up collection process and daily updating of the account receivables and account overdue.
* Handled & Issued Post dated cheque, daily cash collection & receipt vouchers.
* Daily updating of Service and Casual contract databases.
* Daily updating of Inventory file for incoming and outgoing materials.
* Handled Petty Cash, generated summary reports and managed reimbursement claims.
* Carried out any other tasks as required.

**Industrial Systems Group (ISG ISO 9001 Certified)** **(July 26, 2007 – March 26, 2011)**

# a subsidiary of Al Abdulkarim Holding Company

# P.O. Box 4, Dammam 31411, Second Industrial City, Kingdom of Saudi Arabia

Tel. No.: +966 3 8123349, 8123280, 8123279 / Fax: +966 3 8123278

Position Title: **Technical Assistant**

**Key Responsibilities:**

* Managed the operation of Technical Support central office, i.e.:

Communicated verbally and e-mailing to answer inquiries and provide information. Coordinated the flow of information both internally and externally in order to assure all documents are kept properly. Ensured all company’s documents are well checked and submitted on time prior to the documents submission due date. To perform the regular audit on company’s documents in order to ensure that all documents are properly submitted to other departments, responsible for file validation and document controlling. Effectively follow the company’s standard operating procedures in submissions of documents, ensured all documents have no errors in terms of filenames, submissions, etc. before submission to the next department to avoid confusion and preparation of all documents.

* Assisted Production Managers and Engineers, i.e.:

Prepared and managed correspondences, reports and documents. Receive, respond, register and retrieve client purchase order, production plan preparation, production travel sheet and material request issuance.

* Assisted sales, marketing and finance department, i.e.:

Receive, respond, register and retrieve client inquiries, forwarding inquiries to designated sales personnel, Job order and bill of material issuance, project/ job invoicing, preparing commission statement and project/ job costing.

* Assisted the Purchasing Department.
* Handled Petty Cash, prepared summary reports and managed the reimbursement claims.
* Operated, maintained and updated document control processes via SAP ERP system.
* Implemented and managed a divisional follow up system.
* Carried out any other tasks as required.

# CaseData Philippines, Inc (February 26, 2006 - May 25, 2007)

30th Flr ExportBank Plaza, Gil Puyat Corner Chino Roces Ave., Makati City, Philippines

Position Title: **Data Technician**

* Responsible in collecting, recording and retrieving of data, managing data storage and retrieval systems, proofreading and insure to obtain the required quota.

# Education:

2002 – 2006

**B.S. Information Technology**

AMA University, Makati, Philippines

1998 – 2002

**Secondary**

Sto. Niño Catholic School, Taguig City

# Other Skills:

* Knowledgeable in Management Information System, ACONEX, SAP ERP, Oracle & SQL Databases

# Knowledgeable in a variety of office equipments i.e.: fax machines, photocopiers, scanners, and telephone systems.

* Knowledgeable in any Windows Operation
* Basic Troubleshooting and installation
* Knowledgeable in HTML, Flash, and Adobe Photoshop

# Character References:

Available upon request.