|  |  |
| --- | --- |
| New_logo.gif  **Whats app Mobile:+971504753686**  **Gulfjobseeker.com CV No:260231**  E-mail: [gulfjobseeker@gmail.com](mailto:gulfjobseeker@gmail.com) | **Objective**   * To acquire a position that will develop and enhance my skills in my chosen field for the improvement of my professional and personal ability.   **Qualifications**   * 6 1/2 years UAE experience in project and admin support, document control (Electronic Document Management System), bid/tender preparation & secretarial duties. * Significant experience and knowledge in the use of Microsoft Office package (MS Word, Excel, Access, Power Point) including Outlook. * Self-motivated and able to work independently as well as in team. * Proven ability to prioritize busy workloads and perform within a dynamic team environment. * Exceptional organizational skills, attention to details and use of efficient processes. * Willing to undergo trainings and seminars in order to develop and acquire more skills. * Flexible and can easily adapt to different working environment. * Project a professional appearance and excellent communications skills, both written and verbal. * Decisive, focused and goal oriented   **Work Experience**  **Document Controller** **/ Proposal Coordinator**  **China Petroleum Engineering & Construction Corp.**  Abu Dhabi, UAE  June 2014 – Nov 2014   * Logging all the correspondences, documents, and reports for easy retrieval. * Follow up all the Submittals & RFI's and ensure their return in an agreed timeframe. * Preparation and distribution of weekly Document Tracking Registers. * Engage in preparation of proposal documents and related reports as and when required/necessary. * Supervise Day to day uploading and downloading of e-correspondence, drawings, transmittals and other documents. * Update all spreadsheets/logs. Manage archiving, photocopying, scanning. * Verify the correctness of the documents received from External Project Team and coordinate with them to resolve any discrepancies. * Coordinate with project team Document Control in establishing and improving Document Management System. * Set up documents and folders for new projects.   **Project & Admin Support / Document Controller**  **Safeer Integrated Systems (in partner w/ Motorola)**  UAE (January 2011 – May 2014)  ADMIN SUPPORT / SECRETARIAL DUTIES   * Provide secretarial assistance to the General Manager - undertaking administrative functions including diary management; travel bookings & hotel reservations, visa applications, arranging seminars and appointments. * Receiving calls & coordinating with each department regarding client concerns/issues. * Monitoring and ordering office supplies. * Providing assistance in sending & receiving of couriers, packages & deliveries (local & international). * Providing assistance in updating documents for ISO certification. * Coordinating between departments and operating units in resolving day-to-day administrative and operational problems (including sales, logistics & projects). * Arranging schedule of interviews for new employees & drafting offer letters. * Drafting business communications. * Coordinating meetings & taking minutes. * Preparing security pass requirements and applications. * Handles petty cash if required and ensures accountability and optimum level of cash availability.   PROJECT SUPPORT / DOCUMENT CONTROL   * Logging all the incoming and outgoing correspondences, Documents, Drawings/Designs, Reports & project documentation and filing accordingly for easy retrieval. * Follow up & maintaining record of all the Submittals & RFQ's and ensure that it is submitted on time. * Providing assistance in preparing tender & prequalification documents. * Maintaining company’s registration to client’s online portal as vendor/supplier.   LOGISTICS   * Maintaining record of inventory of supplies, critical level of stocks & sourcing for suppliers (preparing purchase orders to supplier). * Monitoring & maintaining records of shipment clearance from the airport * Providing assistance to the PRO, in collecting documents from freight forwarders and other clearances before releasing the shipment from the airport customs department. * Coordinating with logistics department for preparation of delivery notes & invoices to clients.   SALES TEAM SUPPORT   * Preparing & submitting quotation for clients.   **Document Controller**  **China Petroleum Engineering & Construction Corporation**  , UAE (July 2008 – December 2010)  *Project : EPC - Abu Dhabi Crude Oil Pipeline Project(Habshan-Fujairah)*  *Owner: International Petroleum & Investment Company(IPIC)*  *Software: Teambinder & InAct System*   * Recording all incoming and outgoing correspondence and other project documentation and filing accordingly. * Uploading the documents & reports to the project’s software system * Maintaining a hard copy reference library of all documentation which ensures quick and easy retrieval of information. * Giving assistance to engineer’s work(e.g. making the power point presentation). * Scanning of documents for distribution as Pdf copies to designated recipients. * Processing reimbursement and keeping records. * Making & receiving phone calls. * Coordinating trainings (HSE) with3rd party companies & meetings. * Preparing the department’s Minutes of Meeting. * Preparing Time Sheet. * Coordinating with subcontractors and other constituents.   **Machine Operator**  **Advance Semiconductor Engineering, Kaohsiung, Taiwan**  May 2005- April 2008  **Secondary School Teacher (Biology, English)**  **Nueva Ecija National High School, Philippines**  November 2002- April 2005  **Secondary School Teacher (Biology, English)**  **San Leonardo Academy, Nueva Ecija**  May 2002 – October 2002 **UAE Trainings**  * **Advance 2007 MS Office Application (Dec’09-Feb ’10)**   (Word, Excel, Power point, Access, Outlook)  Areef Computer Institute (Abu Dhabi, UAE)   * **Basic First Aid (Feb 15’09)**   Gulf Technical & Safety Training Centre (Abu Dhabi, UAE)  **Academic Record** **Board Passer for Licensure Examination for Teachers – 2002** Passing Grade: 84% **Bachelor of Secondary Education** Central Luzon State University, Philippines 1998-2002  Major: Biology  Minor: English  **Personal Profile**    Date of Birth: **March 11,1982**  Age: **33**  Marital Status: **Single** |