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| New_logo.gif**Whats app Mobile:+971504753686** **Gulfjobseeker.com CV No:260231**E-mail: 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, UAEJune 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 1998-2002Major: BiologyMinor: English**Personal Profile** Date of Birth: **March 11,1982**Age: **33**Marital Status: **Single** |