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**Objective:**  Desire to contribute to a fast-paced environment while building relationships and developing professional skills.

**Qualification and Skills:**

* Bachelor of Science in Nursing with substantial work experience in construction field documentation.
* Excellent in **Aconex** with more than 1 year of working experience as a document controller.
* Efficient in documents processing (submission, archiving and distribution).
* 40 words per minute typing speed.
* Excellent in MS word, Excel, PowerPoint and Outlook.
* Outstanding skills in dealing with people whether personal, through e-mail or phone.
* Fluent in speaking English and Filipino.
* Accustomed to work in fast paced environments with the ability to think quickly.
* Excellent interpersonal skills, ability to work well with others in both supervisory and support staff roles.

**Working Experience:**

**Document Controller/ Haydon MEP Contractors**

**(Dec.2015 to Jan.2016) as a Reliever**

**Archives Clerk / MVN Builders Networks and Components Inc.**
**(July 2014 to November 2015)**

* Manage general correspondence for the projects.
* Write letters and memos as instructed by the Managers.
* Provide back office support to all engineers whenever needed.
* Responsible for proper flow documents: filing and retrieval of soft copies and hard copies.
* Receive and register Client provided document for detail engineering or construction engineering project, including in-house generated document.
* Control issuance of document numbers, including maintenance of proper document registers for detail engineering or construction engineering project.
* Ensure proper document classification, sorting, filing and proper archiving.
* Review completeness of documentation and prepares document transmittals.
* Perform document quality check in accordance to Company engineering document control procedures.
* Perform file backup to ensure proper storage and archiving.
* Answer phone calls.

**OTHER WORKING EXPERIENCE:**

* Call Center Agent at Stream DISH Convergys Philippines (CSR)
* Seaman
* Faculty Evaluation Facilitator/Human Resources Staff at Technological Institute of the Philippines

**Educational Background**:

Martinez Memorial Colleges 2006-2010

Bachelor of Science in Nursing

Macario B. Asistio Sr. High School 2002-2006

Imelda Elementary School 1996-2002

**Seminars Attended:**

**3rd National Leadership Training for Student Government Officers**

August 16-21 2005

Student Government Program of the Department of Education

**First Chapter Youth Council General Assembly**

Theme: Equip a new Generation of Leaders

October 30, 2005

Macario B. Asistio High School

**Medical administration: updates on safer nursing care**

March 2, 2010

Speaker – Anthony M. Notario , RN

**Integrated Management of Childhood Illness an in-depth study**

March 8, 2010

MMC Auditorium

Speaker- Tim Concepcion RN, MAN

**“High Alert Medications: Safety in Administration “**

August 19, 2010

Martinez Memorial Colleges AVR

**Other Trainings & Certificates:**

* Basic Safety Training
* Fire Fighting
* SDSD, BTLGT/BTOC, PSCRB
* Marpol Consolidated 73/78
* Food and Catering Management
* Messman Course
* AutoCad Training

**Personal Data:**

I am 25 years old, Last March 27, 1990. Stands 5 feet and 6 inches. A single Filipino Male who’s religious beliefs originates from Roman Catholic. Computer Literate person, having a typing speed of 30 – 40 word per minute. Ability to operate basic operating system like MSWord, PowerPoint, Excel and Aconex. Heading Admirable written and verbal communication skills, Work well under pressure, Flexible and Quick learner. Possess Leadership skills, Enthusiastic and Assertive. Sociable, have good Presentation skills. I’m result-oriented, proactive and a team-player.