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| Objective | |  | | --- | | To work in a company where I can utilize my knowledge and skills and to maximize my potential professionally and personally | |
| Education | |  |  | | --- | --- | | Polytechnic University of the Philippines, Manila | 2000 – 2004 | | * Bachelor in Office Administration   + Graduated with two Scholarship Grants | | |
| Skills / Abilities | |  | | --- | | * Twelve years of diversified working experience in document control and other administrative works in the Philippines and in the UAE * Experience in preparing document formats and implementing them in an organized and adaptable manner * Proficiency in MS Office Applications such as Microsoft Word, Excel, Power Point, and Outlook * Experience in Using Aconex document management system * Knowledge of Microsoft Visio * Typing skills of 61wpm * Proficiency in Stenography * Strong interpersonal skills. Can efficiently work with team members and management * Good written and oral communication * Decision making and problem solving skills * Customer Service Skills | |
| Work Experience | |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | Waterfront Properties –UAE | January 2015 - Present |   *Property Consultant* | | * Coordinate with Property Managements offices to secure property listings * List/advertise properties for rents in Abu Dhabi * Assess client’s requirements and offer properties as per their requirements * Process leasing documentation in order to hand-over the property to the tenant * Facilitate the registration/payments of utilities for connection (i.e. Water, Electricity, AC, Gas, etc.) * Makes sure to satisfy the client’s requirements during the leasing process. | |
|  | |  |  | | --- | --- | | Emirates Technical and Thermal Systems –, UAE | Mar 2010 – Jan 2015 | | *Document Controller*  Projects:   * Construction of 462 Villas at Saadiyat Island for Saadiyat Development and Investments Company – **On-going** * Construction of 5 (G+5) Buildings at Ruwais Housing Complex, Ruwais, Abu Dhabi for Abu Dhabi National Oil Company (ADNOC) – ***Completed*** * Construction of 330 (G+1) Villas at Al Falah, Abu Dhabi for Aldar Properties – ***Completed*** * Construction of 56 (G+1) Villas and 21 (G+5) Buildings at Ruwais Housing Complex, Ruwais, Abu Dhabi for Abu Dhabi National Oil Company (ADNOC) - ***Completed*** * Develop a document control procedure necessary for the project and the project staff * Responsible for receiving and timely distribution of all incoming documents * Submits all documents for project consultant’s approval * Responsible for archiving incoming and outgoing documents and setting-up a storage for all the project files * Designs document registers/logs for incoming and outgoing documents * Responsible for preparation of weekly reports on submitted and received documents such as material submittals, shop drawings, method statement, pre-qualification, Inspection Requests, etc. * Updates project status based on received documents * Designs internal document templates such as: Minutes of the Meeting, Weekly Reports, Internal Memos, etc. * Takes dictation in preparation of correspondence and minutes of the meetings * Prepares reports and other tasks required by the Project Director/Project Manager | | | Abdul Rahim Architectural Consultants –UAE | Nov. 2006 – 2009 | | *Office Coordinator/Secretary*   * Performs as office and project coordinator * Handles incoming and outgoing phone calls for various inquiries relative to all project information/status (Dubai and Sharjah Projects) * Coordinates appointments/meetings for the Managing Director and Technical Manager * Receives and distributes all incoming documents in a timely manner * Handles incoming and outgoing documents such as drawings, submittals, reports, invoice, etc. * Responsible for archiving all project documents and prepares proper storage * Assists in the preparation of Contractor’s Contract, Project Specification, and Inquiry for Tender/Quotation. * Coordinates with the concerned authorities such as; TECOM, JAFZA, NAKHEEL, etc. to obtain Soil Test Investigation NOC, Survey Level, Demarcation, and other pre-construction requirements. * Screens applicants’ Curriculum Vitae for suitable position in the company and conducts phone interview. * Performs other duties that may be required by the Managing Director/Technical Manager. | | | Eurotiles Industrial Corporation/MFI Kitchens –, Phils. | Oct. 2004– 2006 | | *Corporate Sales Administrative Assistant*   * Coordinates with the designer and installer during kitchen installation * Handles inventory of stocks * Updates reports, such as, monthly inventory, released items every month, monthly office activities and expenses, itineraries, etc. * Schedules delivery and installation for each project * Prepares Installation Contract and Billings for subcontractors * Prepares quotation and tender bids * Handles incoming and outgoing documents * Responsible for proper filing and archiving of all project documents | | |
| Personal Profile | |  |  | | --- | --- | | Birth date: | July 17, 1983 | | Age: | 32 | | Civil Status: | Married | |  |  | |  |  | |
| Certification/Trainings | |  | | --- | | Philippine Civil Service Stenographer  March 2003  ISO 9001: 2000 Standard Orientation  April 2005 | |
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