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| Objective |

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| To work in a company where I can utilize my knowledge and skills and to maximize my potential professionally and personally |

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| Education |

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| Polytechnic University of the Philippines, Manila | 2000 – 2004 |
| * Bachelor in Office Administration
	+ Graduated with two Scholarship Grants
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| Skills / Abilities |

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| * 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
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| Work Experience |

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| 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.
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| 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
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| 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.
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| 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
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| Personal Profile |

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| Birth date: | July 17, 1983 |
| Age: | 32 |
| Civil Status: | Married |
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| Certification/Trainings |

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| Philippine Civil Service StenographerMarch 2003ISO 9001: 2000 Standard OrientationApril 2005 |

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