**Human Resource Department**

Lawrence

[Lawrence.272822@2freemail.com](mailto:Lawrence.272822@2freemail.com)

Dear Sir/Madam:

This letter is to express my interest in any vacant position in your company. I humbly believe that my experience and education will make me a competitive candidate of your prestigious organization.

The key that strength that I posses includes keeping a proper follow up of appointment and generate leads for investment option. I can easily identify the needs of prospective candidate and influence them through my effective communication skills I am a versatile, creative and hard working person.

I hope that you’ll find my experience and interest intriguing enough to warrant a face-to-face meeting, as I am confident that I could provide value to you and your customer as a member of your team.

I can be reached anytime via my cell phone, (055)8690761. Thank you for your time and consideration. I look forward to hear you soon.

**Date of Birth: 10thDecember 1982**

**PROFESSIONAL OBJECTIVES**

To utililize my education background into a more fruitful and oriented works with opportunities for professional growth and development of my skills and ability.

**EDUCATION ATTAINMENT**

Bachelor of Science in Information Technology

AMA Computer College

Silver Bldg, San Miguel Avenue,

Corner Shaw Blvd. San Antonio, Pasig City

**PROFESSIONAL EXPERIENCE**

**Commodore Contracting LLC**

**REEM ISLAND Abu Dhabi CITY**

**2012-Present**

**IT/Document Controller /Secretary**

* Responsible for coordinating with all departments of company in order to assure that all documents are kept in the right place and in the right department file archive.
* To ensure that all corporate documents are well checked and submitted on time prior to the documents submission due date.
* To perform regular audit on corporate documents in order to ensure that all documents are properly submitted to other departments.
* Responsible for file validation and documents and controlling. Before submitting a document a documents or file must first be checked and approved.
* Preparation of all documents and communicating with employees in order to make submission early.
* Ensure that all documents have no errors in filenames, submission, etc before submitting it to the nest department to avoid confusion.
* Handling controlling all the submittals, drawings, transmittals, as-built drawings and shop drawings.
* Handling General letters Variation and Authorities letter
* Maintainingallthecomputersystemsofthecompany
* Configuringthesystemsandupdatingthemwithlatestsoftwareupgradesandsecuritymeasures
* Allocatingresponsibilitiestosystemsecuritypersonnel
* Solvingall softwareandhardwarerelatedproblemsofthecompany
* Conferwithanalystsinthecompanyandrequestnewsystemswhenevernecessary
* Regularlymonitorsoftware,hardware,securityandconnectivityissuesofthecompany
* Network Management- **CISCO Switch VLAN,CISCO Static Routing, CISCO EIGRP, RIP, OSPF**
* **CISCO Access List Extended, CISCO Routing Information Protocol (RIP)**
* **Infrastructure services - DHCP, DNS, SMTP, FTP**
* **CISCO Frame Relay, DSL connection**
* **Data Recovery System**

**Five Continents Technical & Industrial Service Est. seconded to**

**Japan Gas Corp. (JGC-TechnimontJV) IGDHabshan5 Project Abu Dhabi United Arab Emirates**

**May 24, 2011- May 24, 2012**

**Document Controller (Quality Controller Department)**

* Inputs massive construction information onto ICMS (Construction Management System)such as Daily Welding Report, Radiographic Report (RT) and post weld heat treatment (PWHT) dye penentrant test positive allow material treatment test magnetic test positive allow material inspection, hardness and hardness test .
* Collects Request for inspection (RFI) forms via email coming from subcontractor
* Sends RFI log sheet to GASCO (Company) for information in daily basis
* Divides RFI per discipline (Piping, Welding, Civil Steel Structural, Electrical and instrument, painting and insulation, mechanical inspection and etc.) and disseminates inspection for same day or next day to the Q.C inspector
* Coordinates with sub-contractor 's officers for updates on inspection if needed
* Files and maintains all documents coming in and out JGC QC (to and from GASCO and sub-contractor:CCEPC and DESCON)
* Clerical/administrator task

**Strategic Network Inc. HP Compaq (Makati City Philippines)**

**June 27, 2007 -December 2010**

**Desktop Engineer**

* Provides second-level technical support on operational or maintenance of personal computers and /or peripherals using documented procedures and available tools.
* Use troubleshooting techniques and tools to identify products that are defective
* Troubleshoot/Repair PC Hardware for desktop, laptop system and peripherals subsystems including the following Multimedia, Scanners, Printers/laser printer etc.
* Proficient Microsoft office application
* Conducting electrical safety checks on computer equipment
* Setting up new user account and profiles and dealing with password
* Basic understanding of networking hardware and configuration
* Maintain daily tape backup and off-site tape storage
* Monitor and remove virus spyware, and other non-authorized software
* Configuring the system and updating them with latest software upgrade and security measures
* Update network application as required

SUMMARY OF SKILLS

**Operating System**: Windows98. Windows Me,WinNTWorkstation 4.0,WinNTServer, Windows2000Pro,Windows2000Server,WindowsXPProfessional, Windows 7 SP 1 Windows 8, 8.1

**Software:**Microsoft office 97,2000,2007,2010,2013XPand 2003;WindowsXPServicePack2, Visio2000 and2000

**Antivirus andother utilities:** McAfeeEnterprise,Norton antivirus,andStinger, Remote

Admin,WinZip,RecoveryStudio,NortonGhost2003 Kaspersky Antivirus, Avira, Avastanti virus

**HardwareExposure:**DellComputers, AcerVeritonandPowerSeries,CompaqDeskPro,IBM Netvista,Fujitsu,HPVectra,HPCompaqand Clone PC;HPLaserJetand DeskJetPrinters, Lexmark,Canon,Epson,and Dot matrix printers;HDD,FDD,CDROM,CD/DVD Writers, SDRAM,DDRAM,SoundCard,InternalandExternalModem.

**ASIAWORLDADVERTISINGINC.** (EmeraldPasigcity)

**BusinessDevelopmentOfficer** (B.D.U)BusinessDevelopmentUnit March20,2006-April3,2007

**JOBDESCRIPTION:**

* Establishaneffectivecommunicationssystemtokeep thesiteteaminformedand maintaingoodrelationshipswiththetenantsandconstructionteam.
* Providinganoverviewofcurrentandproposedregenerationprojects
* Initiate*1*generatetechnicalinstructions,sitenotesandothersiteobservations
* Assistinpreparationofweekly andmonthlyreports

Carryoutdoor-to-doorhomevisitswithlocalresidentswhomaybeinvolved in

* regenerationactivity

**GABATLAWOFFICE OfficeCoordinator**

**9-CGreyStreet,SanJuanCity**

**September15,2004-December5,2005**

**JOBDESCRIPTION:**

* Assistlawyersorjudgesbyresearchingorpreparinglegaldocuments. Meetwithclientsorassistlawyersandjudgesincourt.
* Prepareaffidavits ofdocumentsandmaintaindocumentfilesandcase correspondence.
* Demonstratedreceptionistsjob,managedphotocopying,filingetc.
* Droveattorneystocourtappearancesandmeetings.
* Demonstratedreceptionistsjob,managedphotocopying,filingetc.
* Droveattorneystocourtappearancesandmeetings.
* Processedincomingandoutgoingmoil
* Maintainedlowlibrarybyupdatinglowbooksandperformedcomplex legal
* Researchandassistedattorneystoevaluaterequests. Managetopreparedraftandlegal documents.
* Arrange transportationandaccommodationforwitnesses andjurors,ifrequired.

PERSONAL BACKGROUND

Nationality: Filipino

Date ofBirth: December10,1982

CivilStatus: Single

Religion: Christian

LanguageSpoken: English,Tagalog