**Career Objectives:**

My objectives are to utilize and work to the best of my capability as to please and be an asset to my employer.

**Key Strength:**

Hardworking, independent and dedicated to work, self motivated, and have a systematic approach to work.

**Key Experience:**

I have more than 4 years work experience in Document Control and Administration in Civil Construction industry. I have worked for several projects and was responsible for the project document control procedures and management. Coordinate Plans, organization and implemented systems for efficient document processing of all communications, supplier documents, design documents, construction documents or other internal or external documents. Coordinate the flow of documents between project operations, engineering disciplines, construction team, or other department groups.

**Education Attaintment:**

**Highest level of Education :** Graduate - Bachelor’s degree

**College :** Bachelor of Science in Accountancy

Philippines, 2004

**Employment Details and History:**

**Position :** Document Controller

**From – To :** November 2011 - present

**Client:** PRFD, Abu Dhabi Municipality

**Contracts:**

1. Contract GS/RFP/0212 – Landscape Works For The Surrounding Areas Of Al Bahr Tower
2. Landscape Works for Capital Plaza – Sector East 9/1
3. Miscellaneous Projects 105/1 (15 Nos. of Work Orders)

**Responsibility:**

1. Maintain and keep tracking of project log for each Work Order.
2. Implement Document Control processes, procedures, and specifications to ensure accurate records of all Project official documentation generated by the Consultants, Contractor or its suppliers and vendors.
3. Evaluate, manage and comply with Contractor and Client Document Control processes, procedures, and specifications to ensure accurate records of all Project official documentation generated by the Client, the Contractor or its vendors; suggest improvements for evaluation where applicable.
4. Review project specific contracts, policy, procedures and processes to ensure Document Control procedures/processes comply.
5. Coordinate and work with other similar skilled Project Document Controllers internally to ensure consistency of process, and enforcement of document control procedures**.**
6. Update hard and pdf copy and list of contract documents.
7. Works on Parsons monthly reports and keep maintain in the file.
8. To keep maintain the Authority Approval Document file (Signed pdf copy only).
9. Keep maintain drawings, material submittals log sheet and file.
10. To work and keep maintain the Final documents file (Final Handover Documents).
11. To keep and maintain the monthly environmental report documents.
12. Receive all incoming documents and keep maintain hard and pdf copy and log sheet.
13. Prepare transmittal, letters, keep and maintain copy for all outgoing documents.
14. Performing Administration job also for the Project.
15. Prepare requisition and keep maintain stationary items.

**Contracts:** Island Infrastructure Phase 1 – Mubadala

1. Develop and implement Project EDMS system **ACONEX**, Tracking Database, process and procedures in order to optimize document control that are in line with Client Requirements.
2. Manage all Project official outgoing and incoming documentation (includes engineering/technical, correspondence, project management - commercial, legal) generated to be stored in the Document Management System. Receives, tracks, and monitors documents using standard document management program as **ACONEX** to register documents, maintain databases, and produces logs, transmittals, and other reports as required. Enters data and produces reports using other standard office automation or department-specific computer applications. Initiates and replies to routine correspondence related to area of responsibility.
3. Update hard and pdf copy and list of contract documents.
4. Keep and maintain the Parsons and OME Invoice and Payments for Parsons project.
5. Works on Parsons monthly reports and keep maintain in the file.
6. To keep maintain the Authority Approval Document file (Signed pdf copy only).
7. To work and keep maintain the Review and Recommendation Reports file.
8. Keep maintain As Built Drawings Log sheet and file.
9. To keep maintain the O&M Manual Submission Log sheet and file.
10. To work and keep maintain the Final documents file (Final Handover Documents).
11. To keep and maintain the monthly environmental report documents.
12. Receive all incoming documents and keep maintain hard and pdf copy and log sheet.
13. Prepare transmittal, letters, keep and maintain copy for all outgoing documents.
14. Prepare requisition and keep maintain stationary items.

**Client :** Facilities Division (PRFD) Team B Projects, Abu Dhabi Municipality

1. Responsible for all incoming and outgoing documents in PRFD (Team B Projects)
2. Receive all incoming documents and keep maintain hard and pdf copy and log sheet.
3. Prepare transmittal, letters, keep and maintain copy for all outgoing documents.
4. Distribute mails to each project engineers accordingly.
5. To collect all minutes of progress meeting weekly for the Team B projects and copy to the Group Head information and keep maintain in the file.
6. Follow- up and collect weekly reports from each PRFD (Team B) project engineers, and compile in slides presentation report.
7. Filing and organizing all hard & electronic copies of project documents as project-wise.
8. Update hard and pdf copy and list of contract documents.
9. Collect Material Submittals monthly report from Consultants.
10. Receive and log material submittals for approval and updating its status.
11. Perform other functions assign by Project Engineers (i.e. letters)
12. Prepare requisition and keep maintain stationary items.

**Employer :** Abu Dhabi Authority for Culture & Heritage

**Position :** Procurement Management Administrator

**From – To :** October 2010 – August 2011

**Responsibilities:**

1. Opens Purchase Order File with updated documents and keep until documents completed (requisition, approved PO, quotation) which includes Contract Agreement, Direct & Indirect Purchase and Tenders.
2. Submit PO along with corresponding Files to PM for signature.
3. Keeps files in awaiting invoice and update Master sheet in shared drive.
4. Receive Invoices, check the matching PO in Oracle and update in shared drive.
5. Print out relevant requisition from Oracle system for the air ticket invoice received.
6. Hand over PO files to corresponding buyer for releases if invoice for contract agreement.
7. Receipt to be done in Oracle system and scan PO along with documents.
8. Email the scanned PO to the buyers, documents to be attached in oracle.
9. Complete PO Receipt Form (Purchasing to Finance) for PO’s under process for payment after audit done by procurement manager.
10. Keeping PO’s passed to finance in Procurement Storage System.
11. Updates PO listed in the receipt form in PO Summary in Oracle.
12. Generating weekly and monthly report from Oracle and Master Sheet for the open/close/under process purchase orders, forward and discussed with Procurement Manager.

**Position:** Office Administrator

**Location:** UAE

**From – To:** April 2008 – February 2010

**Responsibilities:**

1. Answers telephone calls.
2. Preparing and submit monthly attendance sheet / Payroll.
3. Accepts and processes documents via fax from head office, suppliers and other external companies such as rent a cars, hotels etc.
4. Receive and distribute mails from post and KRT to designated staffs and sections.
5. Submits documents to head office and different branches of showroom.
6. Keeping track of e-mails and providing information using Internet.
7. Submits invoices of utilities to head office for check preparations and for payments.
8. Make requisitions of stationery and supplies and received deliveries.
9. Generates Daily Sales Report of each section and distribute it.
10. Makes monthly target report and distribute it to each section.
11. Consolidate weekly traffic reports of each section.
12. Inputs transfer out in the system.
13. Holds custody in filling important documents for each employee.
14. Files incoming and outgoing memos, circular and other documents from head office, mall managements, outside suppliers and others.
15. Prepares memos, circular and business correspondence.
16. Prepares minutes of the meetings.
17. Informs clients of new showroom’s promotions thru sending mails
18. Takes the post of a cashier when necessary.
19. Performs other functions assign by the manager.

**Position:** Retail Banking Executive

**From – To:** October 2005 – June 2007

**Responsibilities:**

1. Pipeline developer through a combination of telemarketing, email campaigns and the market sector knowledge.
2. Create and maintain a sales pipeline to ensure over-achievement within the designated organization.
3. Consistently meet or exceed sales goals for loans, deposits, and fee income, as set by management for selling Bank products.
4. Sending flyers in the market to attract customers.
5. Handle the commercial loan process, as prescribed within the financial centre. Environment, by establishing the relationship, determining business needs, making recommendations for those applications passed to the appropriate loan officer and maintaining relationship as appropriate.
6. Consistently meet or exceed brokerage sales/referral goals as set by management; and achieve goal in annualized revenue to retain designation.
7. Maintain a well-developed working knowledge of the complete line of products and services offered, taking responsibility to keep up to date and request assistance for further development needs.
8. Promote company products and services by regularly soliciting internal customers for expanded business and referrals, to assist in the continuing growth of the office and company.
9. Initiate and maintain customer contact through a variety of methods, including but not limited to customer interaction on the line and platform, telemarketing, and attending various seminars and community events.

**Certifications:**

* Certificate of Appreciation – Excellent Document Controller – Parsons International Limited

**Personal Information:**

**Nationality :** Filipino

**Gender :** Female

**Marital Status :** Single

**Birth date :** February 8, 1983

**Skill Details:**

**Technical Skill Level Experience Period**

1. Oracle Systems Intermediate 1 year +
2. MS Word/Excel Advanced 15 year +

**Language Skills:**

**Language Read Write Speak**

Arabic Intermediate Intermediate Intermediate

English Fluent Fluent Fluent

Filipino Fluent Fluent Fluent

**First Name of Application CV No:** **1705980**

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