**MARK**

***Desired Job***

Any job and/or position that may fit in my qualification.

***Employment History***

**CENTRO-TECH, INC. / PETRON**

Position Title (Level):  **IT STAFF/Document Controller /GPS MONITORING**   **(Nov 2013 - Jan 2016)**

Specialization: Oil & Gas / Petroleum / Geology / Geophysics

Role: Undertake various functions related to document control, document

archiving, maintenance of document register for tanker truck daily

trips and Tanker Truck Monitoring. Role holder would be under

minimum supervision of its superior.

Industry: Computer / Information Technology (Software)

Work Description:

• Ensures proper document classification, sorting, filing and proper archiving.

• Reviews completeness of documentation and prepares document transmittals.

• Performs file backup to ensure proper storage and archiving of electronic registers.

• Prepares project reports, as may be required.

• Monitors PETRON Tanker Trucks using GPS.

**Department of Interior and Local Government (DILG) Secretary**

**Rep. Mel Senen Sarmiento Extension Office**

Position Title (Level): **OFFICE STAFF / Document Controller**

**Security Personnel** (Close In Security)



**(Nov 2012 - May 2013)**

Specialization : Documents / File Records

Role: Others

Industry: Government

Computer / Information Technology (Software)

Work Description: Supports the receipt, tracking, and monitoring of documents through the use of standard document management programs to register documents, maintain databases, and produces logs, transmittals, and other reports as required.

**CyberSoft Integrated Geoinformatics, Inc.**

Position Title (Level): **Document Controller (May 2010 - Oct 2012)**

Specialization: Geology/Geophysics

Role: Others

Industry: Computer / Information Technology (Software)

Work Description: Data controller must code and abstract records, documents and other data sheets in a timely manner. They must verify and review their entries once data is encoded. Furthermore, they must reformat previously entered data if need be. Typically they use electronically transmitted files, scanners or other systems for character recognition to do so.

***Skills***

* Proficient in English writing.
* Can work under pressure.
* Hardworking, efficient and dependable.
* Knowledgeable in Microsoft Office applications and an excellent typist.
* Computer literate and has knowledge in Computer Programming:
* Visual Basic, Java, C++, Turbo C.
* PC Troubleshooting
* PC LAN/WAN Setup

***Personal Information***

Date of Birth: October 8, 1985 Age: 30 years old

Civil Status: Married

Gender: Male Citizenship: Filipino

Height: 5’7" Weight: 190 pound

Religion: Roman Catholic

***Educational Attainment***

**Systems Technology Institute (STI) COLLEGE RECTO**

(2008-2010)

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

