**MARK**

**MARK.317958@2freemail.com**

# CAREER OBJECTIVES

Continuous progress on both professional and personal fronts through all round skills with emphasis on assigned targets. Hard work and team spirit thereby anticipating and meeting the challenging arising in the contemporary competitive business environment integrity and given to sustained hard work. And if provide with an opportunity I shall try my level best in satisfying my superiors in rightful discharge of my duties.

## EMPLOYMENT HISTORY

**Fugro Middle East**

Dubai 2008- 2011

Abu- Dhabi June 2012 up to present

**Engineering Assistant/ Document Controller**

* Review and analyze the given borehole logs before encoding the required data in the company software.
* Prepare drawing and plotting borehole location into the CAD drawing.
* Screening Engineer’s attendance and availability.
* Create and maintain a filing system that supports efficient information management.
* Conducts regular review audits to ensure information on all records is accurate and up to date.
* Control all aspects of project documentation on multiple simultaneous projects, utilizing various control methods/systems.
* Ensure all documentation provided is as per Client quality formatting requirements. Formatting may include correcting templates, fonts and style, pagination and numbering and other activities that may be required to achieve a client’s documentation requirements for submittal.
* Assist project Engineers in developing and maintaining project documentation including drawings, specifications, transmittals, comments, reviews and approvals and other project documentation.
* Makes sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable
* Performs Administrative tasks such as answering phones, faxing, copying, filing, preparing LPO, organizing and

mailing.

* Respond to inquiries from Engineers, Superiors, Contractors and Incoming Mails.
* Assist in maintaining and refining the electronic files system and standard documents using Microsoft Office and other software.
* Prioritize a variety of tasks with little supervision.
* Work as a contributing member of a team.
* Perform other duties as assigned by the superior as needed.

# American Data Exchange- Outsourcing Company

Alabang Philippines Jan 2008 – June 2008

# Business Processing Associate (BPA)

* Provides customized outsourcing solutions for companies in the United States and Internationally.
* Provides documents for management, finance and accounting, healthcare, legal and legal transcription solutions and services.
* Encode document for management and administration, human resource, financial, engineering and CAD, e- learning, help desk, and analytic solutions.
* Review solutions, litigation support, document/data management, research and data analysis, immigration, regulatory compliance, and intellectual property.
	+ Identify type of claims and assigned it to the appropriate Department.
	+ Verify documents such as mortgage, deeds, marriage and death certificate.
	+ Search and proof all legal documents.
* Send escalation to the technical team for pending claim.

# DIPLOMA/CERTIFICATE of COMPETENCIES

## Certificate for completing 2D AutoCad Course

CADD Group UAE

## Diploma in Computer System Network technology

AMA Computer Learning Center

## Certificate of Recognition Best in PC Troubleshooting

AMA Computer Learning Center

## Certificate of Recognition Trade Test (Computer Technician)

Technical Education & Skills Development Authority (TESDA)

## National Certificate II in PC operation

Technical Education & Skill Development Authority (TESDA) Ilagan, Isabela

# EDUCATIONAL BACKGROUND

**College Education**

**AMA Computer Learning Center : Computer System Network Technology AMA Computer College : Computer Engineering**

**Core Skills**

* With outstanding knowledge in, MS Excel, Word, File Manager and Internet Search.
* Operating Autocad 2007, Photoshop Adobe 7.0
* Have the ability to work with detail and accuracy.
* Focused and application oriented approach.
* Awareness about relevant specialized subject issues.
* Have innate intellectual abilities.
* Reliable and committed to complete the projects in stipulated duration planned.

# PERSONAL DATA

Civil Status: Married Citizenship: Filipino

Visa Status: Employment Visa

UAE Driving License Holder (Automatic)