# EDWIN

# EDWIN.330699@2freemail.com

**Objectives:**

* To be able to enhance my skills and develop new talents as part of a continuing personality and professional development in a progressive business organization.
* To be a high performing asset to the company that I intend to work for.

**Profile:**

A team player with the ability to work under pressure and to meet time constraints in a fast paced working environment. Goal-directed, results- oriented professional with a strong technical background and education. Has maturity to deal professionally and confidentially with employees, and team members. Good knowledge and undergone several trainings on Safety Courses such as First-aid, Fire Fighting, and such. Computer proficiency especially in Electronic Document System (ACONEX), AutoCad 2009 (accredited by MOE), Photoshop, Microsoft Excel, and Microsoft Word.

**Work Experience:**

**Facilities Management Coordinator / Administrator to the Executive Director**

**Good Impex General Trading, Media City, Dubai, UAE**

February 9, 2014 to November 30,2016

Job Description:

* Provide administrative support to the facilities management team to function effectively and efficiently.
* Assigned the point of contract between tenants, facilities management team and coordinator.
* Close coordination with the property management for any tenants’ requests and demands within the tenure’s period.
* Coordinate with the property manager and in-charged staff in identifying all facility management related issues and proposing a cost-effective solutions.
* Manage the issuance and cancellation of security passes for the staff and contractors.
* Handle ordering of materials needed for maintenance and renovation works including changing of locks and key of the unit.
* Conduct unit’s inspection prior to the issuance of tenant’s security deposit cheque after termination of the tenancy contract agreement.
* Accommodate and respond effectively to the tenant’s queries and complaints (written and/or verbal) wherever applicable. Most of the times, takes initiative to do the unit inspection and do necessary action.
* Process quotations from suppliers and to the Landlords or property managers (as require).
* Prepare and raise procurement request related maintenance issues.
* Verify and Validate invoice and forward to finance department for payment processing.
* Report and recommends possible improvements to the Executive Director that could address all maintenance related issues including tenant’s queries and complaints.
* Operate and maintain an effective filing system for the department.
* Process invoices and update reports for the budget and working closely with the accounts department.
* Represent the company in a professional manner at all times. Deal with tenant’s concerns and requests on timely basis to ensure tenants satisfaction with management.

**Procurement Coordinator**

**Al Muhaidib Building Materials, Al Quoz, Dubai, UAE**

February 22, 2010 to January 09, 2014

Job Description:

* Prepare purchase order and send copies to suppliers and to department originating request.
* Contact supplier in order in order to schedule or expedite deliveries and to resolve shortages, missed or late deliveries and others problems.
* Review requisition orders in orders to verify accuracy, terminology and specification.
* Compare prices, specifications and delivery dates in order to determine the best bid among potential suppliers.
* Track the status of requisitions and check shipment when they arrive to ensure that orders have been filled correctly and that goods meet specifications.
* Locate suppliers using sources such as catalogs and the internet. Take the information about the product to be ordered.
* Respond to customer and supplier inquiries about order status, changes or cancellations.
* Prepare, maintain and review purchasing files, report and price list.
* Determine if inventory quantities are sufficient for needs, ordering more materials when necessary.
* Maintain knowledge off all organization and governmental rules affecting purchases and provide information about these rules to organization staff members and to vendors.
* Assist in documentation, ensure that all forms and documents (Bill of Landing, Letter of Credit, Commercial and Pro-forma invoice are submitted accurately and on time to client and bank approval.
* Encodes data, record and file document in a timely manner. Verify and review inventories based on the encoded data.
* Perform other duties assigned by superior which is deemed necessary for the continuous flow of company’s operation.

**Administrative Assistant cum Document Controller**

**Obayashi Corporation (Civil Design Section) – Dubai Metro Project, UAE**

March 12, 2006 to August 30, 2009

Job Description:

* Provide administrative support for the department such as coordination, procurement, monitoring of attendance, and referring range of administrative problems and queries.
* Inter-departmental coordination, Tracking and arranging filing system.
* Answering calls liaise with customers and attend to queries.
* Promptly greets visitors and clients and assist them with their needs.
* Maintain calendar, schedule appointments, coordinate meeting/conference calls.
* Develop and maintain document control procedures (Use ACONEX for Online Document Management).
* Forward construction documentation such as design drawings, manuals and method statements by responsive routing of drawings and documents for checks, approvals, revisions and construction to the concerned parties.
* Perform other duties assigned by superior which is deemed necessary for the continuous flow of company’s operation.

**Sales Coordinator**

**Operations – Goldilocks Bakeshop, Philippines**

June 2003 – January 2006

Job Description:

* Ensure that each customer receives outstanding customer service by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining solid product knowledge and all other aspects of customer service.
* Handles customer’s complaints and feedbacks – Customer Service.
* Assist in communicating all information to cashiers/ CSA regarding special promotions and sale items.
* Oversee compliance of cashiers with established company policies and standards, such as safekeeping of company funds and property, personnel practices, security, sales, and record keeping procedures.
* Coordinate activities which include merchandising, ordering, display, sales and inventory of the store’s commodities.
* Coordinating customers’ needs and demands with the sales team for product forecasting
* Prepares sales report and assisting manager for store’s monthly forecast.

**Training and Seminars Attended:**

* **AutoCAD 2009 2D – The Emirates Education Centre – July 20, 2009**
	+ - P.O Box 50417, Dubai UAE
* **Fire Fighting Course – Mirdiff Security and Safety Consultant - August 18, 2008**
* Mirdiff Training Centre – Al Qusais Dubai UAE
* **Health and Safety (Heat Related Illness Briefing) – June 6, 2008**
	+ - Mitsubishi Heavy Industries Office – Union Square, Dubai UAE
* **Aconex (Advance Document Control Procedure) – May 29, 2008**
	+ - Dubai Metro Project Headquarters – Union Square, Dubai UAE
* **First Aid Appointed Person – First Security Group – October 9, 2007**
	+ - Mitsubishi Heavy Industries Office – Union Square, Dubai UAE

**Educational Attainment:**

**Bachelor Degree of Marine Transportation**

**Philippine Maritime Institute,** *SY 1999 - 2003*

**Personal Information:**

Date of Birth : February 11, 1981

Nationality : Filipino

Civil Status : Single

Visa Status : Employment Visa (Transferrable)

Availability : Immediate