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**DANTE**

[**DANTE.331539@2freemail.com**](mailto:DANTE.331539@2freemail.com)

**POSITION APPLIED FOR:**

Document Controller/Secretarial/Admin.Job (Can join immediately)

**OBJECTIVE:** *To acquire a challenging position that will maximize my potentials, utilize and broaden my experience and achieve personal career development towards organizational success.*

**PERSONAL INFORMATION:**

**Date of Birth**: 19-MAY-1983

**Age:** 33

**Gender:** Male

**Place of Birth:** Rizal, Philippines

**Nationality:** Filipino

**Marital Status**: Married

**Ht.** 5’9 : **Wt.** 182lbs

**EDUCATIONAL ATTAINMENT:**

**School:** Jose Rizal University, Mandaluyong City, Philippines

**Diploma:** Bachelor of Commercial Science Major in Management

**Year Graduated:** 2006

**EMPLOYMENT HISTORY:**

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| **1.)**  **Title:**  **Document Controller cum Secretary**  **Duration:**  **19th December, 2013 to 06th December, 2016**  **Company:**  **Lindenberg Emirates LLC** | **Projects:**     1. **Project Name:** EPC for 100MW BESS Implementation in Abu Dhabi   **Duration: August 30, 2015 up to December 06, 2016**  **Client:** ADDC/ADWEA   1. **Project Name:** TRANSCO’s Water Supply System for Fujairah   Distribution Network  **Duration:** December 19, 2013 up to August 29, 2015  **Client:** TRANSCO |
| **Duties & Responsibilities:**   * Submitting/Obtaining Approval for Document/Drawing and Material Submittal to Client. * Performing clerical and administrative tasks (handling phone, mails inquiries, etc.) * Arranging/ Ordering office supplies * Maintaining electronic copy and Safekeeping/Filing of hard copy thru company system/procedure (LEDMS) * Composes letters, Memorandum as required. * Coordinating with PM, CM and Site Staff as project require. * Preparing and submitting Daily/Monthly Staff Timesheet * Coordinating with Engineers/Project Staffs from time to time as project require.   ---------------------------------------------------------------------------------------------------------   * Works with QA QC Department. Filing and safekeeping of all QA QC Documents. (using LEDMS) * Preparing/Raising Inspection Test Reports (ITR/RFI) & Daily Welding Reports (Mech). * Updating and controlling status of Inspection and Test Request (ITR/RFI) * Updating Equipments Calibration log. * Maintaining/Updating NDT Reports (safekeeping of both Hard & soft copy) * Scanning and archiving of all documents/Reports. |
| **2.)**  **Title:**  **QA/QC Administrator Assistant**  **Duration:**  **15th February, 2012 to**  **01st October, 2013**  **Company:**  **Kharafi National, L.L.C** | **Project:**   1. **Project Name:** GASCO’s Habshan5 IGD Process Plant   **Duration:** 15-February 2012 up to 10-October-2013  **Client:** GASCO |
| **Duties & Responsibilities:**   * Coordinating/Assisting QC Manager, Engineers & Inspectors to their respective daily jobs. * Works on Checking Advices (for Site Works) on all discipline. * Works on Test Packages (from Primary test to Commissioning) * Works on QC Related Documentation such Check Advice, M.O.M, SI’s, TQR. Etc. * Assist on Administrative Function/office regular works. Documents & Records maintenance. * Partial job on Mechanical Completion * Internal Coordination (All Office Department particularly on Technical Office & Construction Office) with regards to Test Packages & Administration works. * Preparing Internal Office Memo/Correspondences. * Scanning & archiving of NDE Reports/Dossier Documents. * Works on Final Documentation (Dossiers) |
| **3.)**  **Title:**  **QA/QC Technical Clerk / Project Secretary / Document Controller**  **Duration:**  **February, 2009 to**  **June, 2011**  **Company:**  **Gulf Piping Company / ADCE**  **IMCC Group of Companies** | **Project:**   1. **Project Name:** EGTL Module Pipes   **Duration:** February 2009 up to November 2009  **Client:** CHEVRON   1. **Project Name:** Oil Rig 1 and 3   **Duration:** November 2009 up to June 2011  **Client:** TDS Delba |
| **Duties & Responsibilities:**   * Electronic- transmission of document, in accordance to project distribution system. * Document classification, sorting, filing, archiving and retrieval of document in accordance to project document indexing and filing system. * Prepare occasional reports / correspondences as may be required. Properly distribution of all received documents from internal and clients according to the project daily transactions/works. * Ordering of all Project supplies & materials thru SAP system / MSR. (Ordering and distribution of needed stationeries, worker's supplies, etc.) * Making and submitting timesheets of all Project Staff including the Utility staff on weekly basis. * Organize and properly dissemination of all important e-mails / information from   both projects/clients and internal management.   * Daily Collection / Checking of all Worker's Extra Worksheets / Timesheets. * Submitting EWS to the clients through correspondences & transmittals. |

**OTHER EMPLOYMENT EXPERIENCES (In Philippines):**

**Aug.2007-Aug.2008 –** \* ***Credit Analyst -* Puregold Finance Incorporated, Binondo Manila, Philippines**

**Jan.2007-Aug.2007 –** \* ***Credit Department Staff/Encoder* Metropolitan Bank (Metrobank) Makati Head Office,**

**Makati City, Philippines**

**Jan.2004-Jan.2007 –** \* ***Inventory Assistant / Team Member* Philippine Pizza Inc. Pizza Hut Robinsons Galleria,**

**Quezon City, Philippines**

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| **COMPUTER SKILLS:**   * Proficient in MS Office (Word, Excel, Powerpoint & Outlook, SAP, DDMS) * Typing Speed of 60-70 wpm w/ great accuracy. * Basic Knowledge for MS Access |  |