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| **C:\Documents and Settings\dante.victoria\Desktop\Miscellaneous\Others\Dante\Apps\Copy of DSC_9495 5x7.jpg** |

**DANTE**

**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.
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| **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)
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| **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:** CHEVRON1. **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.
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 **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
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