**Ana**

**Ana.334462@2freemail.com**

**Objective:**

To become part of the administration and management team where I can fully utilize my experiences, knowledge and ability.

**Qualification:**

* Have strong interest, backed by love of learning, determination to succeed and excel, have good communication skills, and the ability to work hard.
* Resourceful, innovative and can maintain stability and pressure.
* Have a very positive outlook towards work in meeting challenges.
* Computer literate using Microsoft Office (Microsoft Word, Excel, PowerPoint, Access & Outlook)
* Knowledge in ACONEX System and Primavera Expedition
* Customer Service oriented

|  |  |
| --- | --- |
| **Professional Experience** |  |
| **Company:****Period Covered:** | **Ramboll Oil & Gas Middle East****Abu Dhabi, U.A.E.****September 25, 2011 – Present** |
|  |  |
| **CLIENT :** | **ZAKUM DEVELOPMENT COMPANY (ZADCO)** |
| **PROJECT:** | **1. FEED FOR HALON REPLACEMENT PROJECT** |
|  | **2. AVIATION FUEL FACILITIES AT ZIRKU ISLAND** |
| **CLIENT :** | **ABU DHABI COMPANY FOR ONSHORE PETROLEUM OPERATIONS LTD. (ADCO)** |
| **CONSULTANT:** | **AL HUSAM GENERAL CONTRACTING COMPANY** |
| **PROJECT:** | **WATER AND GAS INJECTION WELL** |
| **CLIENT :** | **QATAR PETROLEUM** |
| **PROJECT:****CLIENT :** | **FEED FOR INFRASTRUCTURE PHASE 2 FOR RAS LAFFAN PORT EXPANSION PROJECT****ABU DHABI MARINE OPERATING COMPANY (ADMA-OPCO)** |
| **PROJECT:** | **SELECT STUDY LONG TERM ACCOMMODATION EXPANSION IN USSC & ZAKUM** |

**CLIENT: ABU DHABI COMPANY FOR ONSHORE PETROLEUM OPERATIONS LTD. (ADCO)**

**PROJECT: FEED FOR PROCESS CONTROL AND POWER SYSTEM UPGRADE**

**As a Document Controller/Office Administrator:**

* Preparing incoming and outgoing transmittal
* Attending meeting/training for ADCO ProCon (on-line tendering management)
* Coordinating with the Subcontractor to follow-up their deliverables
* Preparing Transmittal for Project Invoices along with its attachments
* Preparing letter/Fax as response to the TQ’s, TB, EOI
* Uploading the incoming and outgoing transmittal into ADCO E-Transmittal System.
* Updating the Document/Engineering Register when the deliverables have been despatched to the Client.
* Formatting the Documents as per standard format from each department when requested.
* Checking the documents for correct format and as per the Engineering register (EDR).
* Filing of all the original documents under each project. (check copies, signed, IDC and CRS)
* Preparation of Weekly Progress Report for the projects.
* Keeping all Soft file of deliverables in the Server, as per the Project folder.
* Printing Technical and Commercial Bid.
* Complying document control and quality control procedures

|  |  |
| --- | --- |
| **Company:** | **Diar Consult** |
|   | Abu Dhabi, U.A.E. |
| PROJECT: | INVESTMENT COUNCIL HEADQUARTERS |
| Position: | Document Controller/Project Site Secretary |
| Period Covered: | April 20, 2010 – June 2011 |

**As a Document Controller:**

* Coordinate the activities of document control, including the distribution of documents, tracking and reporting on document progress
* Assist with the set up of documenting procedures and process for the department and individual projects
* Assign job numbers and various other document tracking numbers
* Manage archival activities for controlled documents and validation files
* Use department databases to track, manage and control issued documents
* Collate reports
* Control incoming and outgoing documentation
* Maintain a library of master documentation on policies and procedures
* Assist with the implementation, management and administration of the department electronic document management system
* Perform document control and quality management activities

**As a Project Secretary:**

* Type / prepare / photocopy all necessary correspondence, reports, memos, minutes of meetings, transmittals etc. related to the project and staff, and issue the same as required
* Update project registers for material, sub‐contractor and shop drawing submittals, RFI’s, NCR's, Engineer's Instructions, Drawing lists, Inspection requests, test results, tracking logs
* Maintain and carry out the filing as per the office established systems and to be in charge of office organizational procedures
* Handle incoming calls and register the same in the Register as required
* Prepare all necessary correspondence and issue the same as required
* Attend to Emails as required
* Apply ISO 9001‐2000 procedures as per the office manual
* Liaise with Diar Consult's other offices as required
* Follow‐up other administrative issues as required, such as employee registers and time sheets
* Attend to any other requirements of the Management relating to secretarial work

**Company: Dar Al Handasah Consultants**

Abu Dhabi, UAE

**ALDAR’S PROJECT: AL GURM RESORT DEVELOPMENT PROJECT ABU DHABI**

Position: **Secretary/Administrator/Document Controller**

Period Covered: (April 12, 2007 – July 30, 2009)

* Control of the incoming and outgoing correspondence, transmittals through Outlook and Aconex system.
* Process all incoming and outgoing project documentation and correspondence through the document control system; Aconex system.
* Provide hardcopies and softcopies of documentation to project engineers/managers and scanning capabilities, drawing conversions to readable electronic Acrobat Reader (PDF) files.
* Responsible for performing general administrative tasks such as layout, formatting, editing and typing.
* Replacing task of document controller while on leave
* Overall Secretarial work such as self correspondence
* Data Entry & Documentation
* Analyzing, filing & posting
* Typing General Correspondence and internal memos
* Sending and Receiving Incoming and Outgoing mails, sorts, registers and stamps
* Prepares Outgoing mail for dispatch and maintains daily master file of Incoming
* Maintains and updates a comprehensive filing system including business correspondence, reports, telex, and circulars local and foreign addresses
* Attending phone calls and connects callers as necessary and appropriate
* Takes and conveys messages and answers general queries in a pleasant and efficient manner
* Receives and screens visitors, determines purpose for visit and advices the concerned people
* Makes arrangements for meetings, ensures that the required facilities and equipments are available
* Performs related duties when assigned such as obtaining photocopies, monitoring and replenishing the stock of stationary
* Assists co‐employees when encountering problem in computer (printing, network)
* Ensures that new employee has a username and password
* Coordinates supplier of the machine (photocopy) when problem arise

**Company: Seidco General Contracting Co.**

Abu Dhabi, UAE

**PROJECT: TWO COMMERCIAL BUILDINGS, BIN TAHNOON SITE, ABU DHABI**

Position: **Secretary/Document Controller**

Period Covered: (July 2005 – April 2007)

* Preparing daily report (daily activity, subcontractor breakdown, absent details at site) and send daily through email to the HR, Cost Control, Planning and Administration Dept.
* Preparing monthly report as a monthly work progress of the project.
* Preparing payment for the Subcontractor at the end of the month based on the work done
* In charge for the incoming and outgoing documents, then file to specific project file
* Making correspondence to the Subcontractor and Consultant given by Coordination Engineer
* In charge for the Submittals (Drawing, Subcontractor and Material)at Follow 18 to encode in Microsoft Access, sending weekly at Coordination & Tender Department
* Preparing Work Notification and Check Request of the Work given by Project Engineer
* Coordinating with the Consultant to the task given as well as the Project and Site Engineers
* Involved in the preparation of Internal Audit format and Procedure
* Updating the log (Submittals, Letters, Check Request, Work Notification, Meetings and Payment) for easy reference of the Engineer
* Assisting Time Keeper and informed for the manpower coming at site

|  |  |
| --- | --- |
| **Company:** |  **Haz Marble** |
|   |  Abu Dhabi, UAE |

Position: **Secretary cum Receptionist**

Period Covered: November 8, 2003 – December 15, 2004

* Answering the phone calls, getting the information and transmitted to the concern
* Entertaining guest and send to the person they need
* Filing of incoming and outgoing correspondence
* Receiving of incoming fax and file to the associated reference
* Typing the quotation of various projects
* Ability to operate fax machine and making photocopies
* Receiving incoming documents through courier

**Company: SM SOUTHMALL**

(HOMEWORLD – FURNITURE DEPT.) - PHILIPPINES

Position: Invoicer/ Sales Staff

Period Covered: July 10, 2002 – December 4, 2002)

* Greeting the customer with a smile
* Answering the phone calls, informing the customer regarding the delivery date of the sold items
* Issuing invoice for the items that has been sold through alertness during sales season to reach the quota
* Assisting the customer in the selling area
* Making an inquiry to the other branch using telephone and radio if the item is not available
* Supporting the Supervisor in making a remedy regarding customer complaint
* Using good interpersonal skills in making a conversation to the customer

|  |  |
| --- | --- |
| **Education:** |  |
| College |  | Bachelor of Arts major in Public Administration |
|   |   | Batangas State University |
|   |   | Rizal Avenue, Batangas City (Philippines) |
|   |   | 1997‐2001 |
|   |   | **Provincial School Board Scholar** |
| Secondary  | Baybayin National High School |
|   |   | Baybayin Rosario Batangas (Philippines) |
|   |   | 1992‐1996 |
|   |  | **Salutatorian** |
| Primary |  | Baybayin Elementary School |
|   |   | Baybayin Rosario Batangas (Philippines) |

1986‐1992

**4*th* honor**

**Trainings / Seminars Attended:**

* Seminar on Public Administration (February 2001)
* On the Job Training (June – September 2000)
* ICDL Training Course, PC Networking (2006 – 2007)

|  |  |
| --- | --- |
| **Personal Profile:** |   |
| Nationality: | Filipino |
| Birth date: | December 26, 1979 |
| Height: | 5’3” |
| Weight: | 120 lbs. |
| Civil Status: | Single |
|   |  |
| Visa Status: | Transferable |