**CURRICULUM VITAE**



**Deney**

[**Deney.334658@2freemail.com**](mailto:Deney.334658@2freemail.com)

***Objectives***

To be able to land a job where my training and experiences can be utilized and my potentials be developed. A career I can be a company’s asset for our mutual growth and benefits with my dedication and position ethics.

***Work Experiences***

Position : **Secretary of Sr. Project Manager (PMC 1)**

Company : Hyundai Engineering & Construction Co, Ltd.

Client : **Abu Dhabi Polymers Company Limited (Borouge)**

Project : Utilities & Offsites (U&O Project)

Ruwais, Abu Dhabi, UAE

Year : March 2016 up to January 5,2017

Responsibilities

* Dealing with telephone and email enquiries on behalf of managers to communicate information
* Schedule appointments for a meeting or to follow up on inquiries.
* Taking notes from a manager, preparing a memo or letter
* Creating and maintaining filing systems

Position : **Engineering Secretary (U&O - IPMT)**

Company : Hyundai Engineering & Construction Co, Ltd.

Client : **Abu Dhabi Polymers Company Limited (Borouge)**

Project : Utilities & Offsites (U&O Project)

Ruwais, Abu Dhabi, UAE

Year : November 2014 to February 2016

Responsibilities

* Composes routine correspondence
* Sets up and maintains engineering files
* Make calls on behalf of managers to communicate information
* Schedule appointments for a meeting or to follow up on inquiries
* Taking notes from a manager, preparing a memo or letter
* Tracking incoming and outgoing documents on database

Position : **Project Site Secretary/Document Controller**

Company : Ahmad N. Albinali Holding Co.

Client : **Ma’aden Phosphate Company**

Project : Stilling Basin Construction

Ras Al-Khair, Kingdom of Saudi Arabia

Year : February 2014 – June 2014

Responsibilities

* Maintaining job files and correspondence
* Organizing and storing paperwork’s, documents and computer based information
* Taking down minutes
* Preparing petty cash invoice

Position : **Project Site Secretary**

Company : Ahmad N. Albinali Holding Co.

P.O. Box 2, Dammam 31411

Kingdom Of Saudi Arabia

Client : **Saudi Aramco Total Refining and Petrochemical**

**Company (SATORP)**

Project : Construction of Pet Coke Temporary Storage Facilities

Jubail 2, Kingdom of Saudi Arabia

Year : July 2013 – February 2014

Responsibilities

* Preparing material requisition, procurement reports
* Preparing weekly and monthly progress report
* Organizing and storing paperwork’s, documents and computer based information
* Taking down minutes and finalize in electronic
* Maintaining job files and correspondence, ordering and sending drawings, tacking all documentation.

Position : **Project Site Secretary/Document Controller**

Company : Ahmad N. Albinali Holding Co.

P.O. Box 2, Dammam 31411

Kingdom Of Saudi Arabia

Client : **Worley Parsons Arabia**

Project : Stilling Basin Construction

Ras Al-Khair, Ma’aden Project, Kingdom of Saudi Arabia

Year : July 2012 – June 2013

Responsibilities

* Checking quality of documents.
* Producing listings
* Setting up project filling systems
* Response in the correspondence in according of subject matter
* Preparing material requisition, procurement reports
* Preparing weekly and monthly progress report
* Organizing and storing paperwork’s, documents and computer based information.
* Preparing materials requisition
* Encoding Manpower timesheet & equipment’s timesheet summaries

Position : **Project Site Secretary/Document Controller**

Company : Ahmad N. Albinali Holding Co.

P.O. Box 2, Dammam 31411

Kingdom Of Saudi Arabia

Client : **Worley Parsons Arabia & Worley Parsons-Fluor**

**Arabia (WPF Joint Venture)**

Project : Early Civil Works @ CC1 Project & Bulk Earthworks

Impact Rolling-Ground Improvement (Ma’aden Aluminum Project)

Ras Al-Khair,) Kingdom of Saudi Arabia

Year : June 2011 to June 2012

Responsibilities

* Response in the correspondence in according of subject matter
* Preparing material requisition, procurement reports
* Preparing weekly and monthly progress report
* Organizing and storing paperwork’s, documents and computer based information.
* Preparing materials requisition
* Upload Document Submittals through Projects On-Line (POL)
* Encoding Manpower timesheet & equipment’s timesheet summaries

Position : **Project Site Secretary**

Company : Ahmad N. Albinali Holding Co.

P.O. Box 2, Dammam 31411, Kingdom Of Saudi Arabia

Client : **Worley Parsons Arabia**

Project : Sea Water Cooling System & Bulk Earthworks

Ma’aden Phosphate Project, Kingdom of Saudi Arabia

Year : September 2009 to June 2011

Responsibilities

* Response in the correspondence in according of subject matter
* Preparing material requisition, procurement reports in such project.
* Preparing weekly and monthly progress report
* Organizing and storing paperwork’s, documents and computer based information.
* Preparing materials requisition
* Encoding Manpower timesheet & equipment’s timesheet
* Filing of records base on the job obtained or finished
* Preparing dispatch note what materials send out side of camp.
* Preparing materials submittal and document submittal
* Preparing Weekly and Monthly man-hours report.

Position : **Secretary of Sr. Project Administrator**

Company : Ahmad N. Albinali & Sons Co.

P.O. Box 2, Dammam 31411, Kingdom Of Saudi Arabia

Client : **Worley Parsons Arabia**

Project :

Ma’aden Phosphate Project, Kingdom of Saudi Arabia

Year : September 2007 to August 2009

Responsibilities

* Maintaining job files and correspondence, ordering and sending drawings, tacking all documentation
* Preparing material requisition, procurement reports in such project.
* Organizing and storing paperwork’s, documents and computer based information.
* Ordering and maintaining stationary and equipment supplies
* Preparing Id’s for employee and vehicle sticker’s
* Preparing petty cash invoice

Position : Merchandiser

Company : **Ace & Aces Co.**

Iloilo City, Philippines

Year : January 2004 to July 2004

Responsibilities

* To promote specific products and services and increase sales.
* Conduct inventory reports, counting the merchandise at a particular location and replace old or defective stocks.

***Personal Information***

Age : 35 Years Old

Date of Birth : May 05, 1981

Place of Birth : Pototan, Iloilo Philippines

Civil Status : Married

Nationality : Filipino

Religion : Roman Catholic

Language : English & Tagalog

***Educational Qualification***

2006 West Visayas State University

Bachelor of Science in Computer Education

(BS COM-ED) 22 units taken

2000 – 2002 West Visayas State University

Bachelor of Science in Industrials Education (BSIE)

Industrial Electricity

1998 – 2000 Pototan College of Arts & Sciences

Two Year Trade Technical Course

Industrial Electricity

LET-Licensure Examination for Teacher)

***Technical Skill***

Microsoft Excel

Microsoft Word

Microsoft PowerPoint

Microsoft Outlook

Adobe Acrobat X pro

***Training & Seminars***

Basic Life Support (CPR Training)

Conducted by Fluor Emergency Medical Services

March 2012

GDP-Good Documents Practice

Conducted by Fluor Arabia November 2011

POL-Project Online Training

Conducted by Fluor Arabia April 2011

Seminar Workshop for Practice Teaching

October 2001