**Pamela**

**Pamela.336436@2freemail.com**

 **B.S.E.E.**

 Education

 2001-2003 **Master in Business Administration (Earned Points)**

University of the City of Manila

(Pamantasan ng Lungsod ng Maynila)

Manila, Philippines

 2001-2003 **Bachelor in Business Management (Graduated)**

University of the City of Manila

(Pamantasan ng Lungsod ng Maynila)

Manila, Philippines

 1992-1997 **Bachelor of Science in Electrical Engineering (Graduated)**

Technological Institute of the Philippines

Quezon City, Philippines

*Passed the Licensure Examination for Registered Electrical Engineer held on March 28, 29, & 30, 1998 by Professional Regulatory Commission, Manila Philippines.*

Work Experience

#### Planning Engineer

Emirates Technical Associates LLC

Abu Dhabi, United Arab Emirates

November 2015 - Present

 Duties & Responsibilities:

 GASCO & TRANSCO Projects

* Updating schedules in Primavera and MS Project.
* Preparing Weekly Progress Report (WPR) and Monthly Progress Report (MPR) for Client submission.
* Updating Management Dashboard in Monthly basis.
* Generate Project planned data such as progress S-curves, (Over-all Progress, Engineering, Procurement and Construction) and Progress Data Overall.
* Coordinate with Engineering and Procurement Department to update the Engineering and Material Deliverables Register in a regular basis.
* Coordinate with Site Manager for Construction progress updates in a regular basis.
* Assist in preparing Physical Progress Certificate to Client for Invoicing.
* Prepare and update the Manpower Deployment Schedule (Home Office, Construction and Testing & Commissioning).
* Assisting the Planning Manager in the development of schedule in Primavera / MS Project software and other Planning requirements (e.g. Manpower Deployment, Manpower Histogram) to Tenders and Proposals.
* Prepare Time Extension (EOT) for Client submission.

#### Project Administrator

UTS Kent

 Abu Dhabi, United Arab Emirates

 March 2008 - October 2008

 Duties & Responsibilities:

* Assisting and supporting all activities related to managing projects, including preparation for meetings, project documentation, and monitoring project timelines and deliverables on behalf of the Project Manager, as well as assisting in creating work plans, schedules and meeting agendas.
* Preparing the required documentation for the meeting. Taking notes and prepare Minutes of Meeting.
* Coordinate the requirements for mobilization of project resources (i.e. material, manpower & equipment) and ensure timely delivery/availability or as urgent needs by project.
* Prepare & coordinate with the client in obtaining Governmental requirements such as Oil Field Security Pass and Custom Clearance Authorization (CCA).
* Assist in addressing project personnel needs (i.e. site accommodation, PPE’s, training).
* Coordinate and obtain with project team problems encountered and follow-up the actions required to address the issues.
* Monitor and update the project cost (budget vs actual expenditure).
* Preparation of additional works with collaboration Project team and compile in the Variation Register and monitor the status & approval.
* Ensuring project processes undertaken in compliance with Company procedures.
* Liaising with vendor in getting SPIR and consolidate as per the required template with Project Manager Approval and submittal to Client.

#### Fraud Specialist

 Philippine Long Distance Telephone Company

 Makati City, Philippines

March 2000-October 2006

 Major Duties & Responsibilities:

* Fraud Specialist takes charge to the fraud detection function of Customer Fraud Management Division and responsible for the detection, analysis and prevention of toll related fraud and network abuse that may impact the company’s revenues and quality of service as well as the detection of delinquent accounts and prediction of churn likely accounts.
* Doing an Inspection if necessary.
* Preparing Written Reports on the detected cases.
* Compile & summarize all the detected cases for Monthly Reporting.

#### Revenue Assurance Analyst

Philippine Long Distance Telephone Company

Makati City, Philippines

 August 1998- February 2000

Duties & Responsibilities:

* Analyze various types of fraud such as Call-Selling, Audiotext (e.g. SOP, Palm Reading, etc.), Payphone Fraud, Subscription Fraud, Churn-Likely Accounts, and PABX Hacking.
* Answer inquiries and resolve problems of customers regarding fraud toll-related problems, quality of service inquiries, billing problems and other issues pertaining to telephone usage.
* Give assistance through telephone to the building occupants especially to the building administration regarding their Main Telephone Terminal Cabinet (MTTC) being access by telephone fraudster.
* Call-out subscribers especially those with churn-likely accounts by negotiating win-win situation.
* Preparing Written Reports on the detected cases.

Additional Skills

* Proficient in Primavera & MS Project.
* Proficient in MS Office.
* Proficient in Office Coordination/Administration.
* Proficient in Micro-Computer Operation utilizing software packages such as Fraud Management System (FMS) & AS/400 (Integrated Customer Management System).

Personal Information

* Born on June 15, 1975
* Holding a husband’s visa
* With UAE driving license

Reference

 Available upon request.