

 **JONALD**

**JONALD.338025@2freemail.com**

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| **OBJECTIVE:** |

* To obtain a position as a Document Controller in an organization where I can utilize my skills and contribute towards the company’s growth.

**POSITION DESIRED:** Document Controller/Any preparably position available

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| **WORK EXPERIENCE:** |

**SHIBH AL JAZIRA CONTRACTING COMPANY**

***Document Controller***

 *P.O. Box 2740 – Riyadh 11461 Riyadh K.S.A.*

 *March 20 2014- November 16, 2016*

* *A history of tracking and protecting documents both paper and digital. Take responsibility for everything – drawings procedures work paraphernalia booklets and labelling and even complaints corrective actions and audits. Using an organization’s protocols and quality guidelines effectively manage the flow of your materials putting into action logs and tracking systems control of batch records and maintaining flow of documents between the company and outside parties such as subcontractor’s service providers and fulfilment records. Communication is an important aspect of the Document Control Specialist. Regular reports would be generated addressing production issues and recommending solutions that would be put into action upon approval. Holding high standard of organization accuracy recall and confidentiality for sensitive documentation.*
* *Computing the time and resources for achieving the targets, maintaining daily and weekly work records, checking plans, drawing and quantities and Certificates Billing works projects. Report to the higher officials and superior for incoming and outgoing documents needed.*

 **DATA BLITZ INC.**

 **Warehouse Personnel**

 *1004 Leon Guinto St. Malate Manila, Philippines*

*July 4 2011- December 31, 2013*

* *Facilitate items, arrange stocks and perform responsibilities in designated area as per by the supervisor’s instruction, maintain the optimum performance as per direct mandate by the superiors, and execute preparing for delivery monitoring stocks and schedule for delivery reports.*
* *Responsible for maintaining a smooth and efficient operations flow in warehouse department sees to it that warehouse maintenance is in proper flow of operations and carried out in accordance with the prescribe standard and policies.*

**VENTURES HARDWARE INC.**

**Warehouse Personnel**

*P. Tuason St. Cubao Quezon City, Philippines*

 *March 16 2004- April 19, 2007*

* *Handling the warehouse the responsibilities several sections warehouse department.*
* *Competent in managing people or human resources; this include in proper delegation of responsibilities of training staff in warehouse procedure, enforcing discipline and seeing to that policies and standard are consistently implemented.*
* *Responsible to initiate and submit the following reports, using the prescribe report form. Like loses and damages report, maintenance order and service request and key endorsement.*
* *Responsible that all warehouse supplies used sparingly and reasonably, that they are protected from thief and pilferages and that every preparation is accounted for in a delivery reports.*

 **ELEGANCE BY DESIGN CONT’G. GALLERIA DE BINONDO**

 ***Time Keeper/Purchaser***

 *Binondo St. Santa Cruz Manila, Philippines*

*July 2003 – March 6, 2004*

**DEPARTMENT OF SOCIAL WELFARE & DEVELOPMENT**

**Personnel Clerk; PERSONEL DIVISION**

Batasan Road, DSWD Quezon City

Government Internship Program

April 21 – July 30 2003

**SANDIGANG BAYAN**

**Data Encoder**

**Cashier Division**

Commonwealth Ave. Cor. Batasan Road Quezon City

May 16 – August 19, 2002

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| **QUALIFICATIONS:** |

* Eligibility Cert. (Data Encoder No. 2631114)
* Computer Literate (Microsoft Office, BasicAutoCAD,Excel,PowerPoint)
* Have good mathematical and analytical thinking
* Efficient management and organizational abilities Team player
* Self-motivated and willing to be trained
* Honest, patient, responsible and hardworking
* Can handle work under pressure and less supervision.

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| **PERSONAL DATA:** |

Gender: Male

Date of Birth: September 09, 1980

Place of Birth: Poblacion,Sindangan Zamboanga del Norte

Civil Status: Single

Nationality: Filipino

Religion: Christian Protestant

Languages: English, Filipino, Cebuano,

**College**  Bachelor of Science in Marine Transportation

 Jose Rizal Memorial State University

 Main Campus, Dapitan City

 June 2007 - March 2011

**Vocational Course** One Year Certificates of Information Communication Technology

 Polytechnic University of the Philippines

 Commonwealth Avenue, Commonwealth Campus Quezon City

 June 2002 – March 2003

 One year Computer Secretarial

 Adamson University Ermita Manila

 June 1999 – March 2000

 **Secondary** Sindangan National High School

 Dapaon, Sindangan Zamboanga delNorte

 June 1995 -March 1999

 **Elementary** Sindangan Pilot Demonstration School

 Sindangan Zamboanga del Norte

 June 1989 - March 1995

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| **ELIGIBILTY:** |

**Eligibility Cert.**(Data Encoder No.

November 2001

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| **CERTIFICATES/ TRAINING/ SEMINARS:** |

**Basic AutoCAD Achieving Excellence in Your Studies**

Elite International School PUP Commonwealth Campus

Riyadh, K.S.A. Quezon City

March – May 2015 September 20, 2002

**HOTILIERS COURSE MESSMAN**

Maritime Training Center of the Philippines

G.E. Antonio Bldg. T.M. Kalaw st. Corner Bacobo,Ermita Manila

May 20-22, 2013

**BASIC SAFETY TRAINING Food and Hygiene Sanitation**

VMA Global College and VMA Training Center Seapreneur Training Center Inc.

BACOLOD CITY Traveler Life Bldg. Ermita Manila

TESDA TAGUIG City NCR June 05, 2013

June 16, 2001