

Contact HR Consultant for CV No:339437

E-mail: response@gulfjobseekers.com

Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>

**PROFESSION: Bachelor of Science in Accountancy - College of the Immaculate Conception – Philippines (Batch 2002)**

**POSITION DESIRED: Project Coordinator, Document Controller and Project Assistant**

# OBJECTIVE:

 Seek a challenging opportunity which I can utilize my knowledge, experience and capability and continuously develop my gain knowledge in any field of work enabling me to contribute towards organization profitability, goals and objectives.

# CORE QUALITIES

* Perseverance
* Self-Discipline
* Team Work
* Dreamer
* Learner
* Respect
* Faith in God

**JOB DESCRIPTION**

* Coordinate activities, resources, equipment and information
* Liaise with clients to identify and define project requirements, scope and objectives
* Make certain that clients’ needs are met as the project evolves
* Attending internal and external meeting and taking minutes of meeting accordingly
* Monitor and track project’s progress and handle any issues that arise
* Act as the point of contact and communicate project status adequately to all participants
* Use project management tools to monitor working hours, budget, plans and money spend
* Issue all appropriate legal paperwork for application and approval (DM, DCD, TECOM JAFZA etc.)
* Gather quotation and raising Contract/LPO approved by the management as per standard price and quality procedure.
* Report and escalate to management as needed
* Create and maintain comprehensive project documentation, plans and reports
* Coordinate all activities related to the Document Control procedure, including technical documents, drawings, and commercial correspondence.
* Input document data into the standard registers ensuring that the information is accurate and up to date.
* Typing of site documents, and follow up of all the site needs
* Makes sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable
* Maintain updated records of all approved documents and drawings and their distribution clearly
* Maintain the documents and drawings in the Document Control office under safe custody without any damage or deterioration with easy traceability.
* Maintain the files and control logs as required by the project.

# WORK HISTORY:

**INTEL SPACE BUILDING CONTRACTING LLC**

**Design and Built Contracting Company**

**PROJECT COODINATOR cum DOCUMENT CONTROLLER**

29th Floor Burj Al Salam Building

From May 2016 – September 15, 2016

 **INNOV8 Interiors LLC**

 **Design and Built Interior Company**

 **PROJECT COORDINATOR cum DOCUMENT CONTROLLER**

Marina Plaza, Level 28, Unit 2804, Dubai UAE

From September 2014 – May 2016

**ISHTAR INTERIORS**

**Design and Built Interior Company**

**DOCUMENT CONTROLLER cum GEN. SECRETARY**

Design and Built Interior Company

From May 2014 –September 2014

 **SUMMERTOWN INTERIOR’S**

**Design and Built Interior Company**

**DOCUMENT CONTROLLER CUM GEN. SECRETARY**

Jebel Ali Free Zone, DUBAI UAE

From November 2012 – May 2014

 **HENNESSEY LLC**

**Contracting Company**

**DOCUMENT CONTROLLER CUM GEN. SECRETARY**

Al Quoz, Dubai, UAE

09 Aug 2008 to November 2012

 **MEGA CENTRE THE MALL**

**STORE SUPERVIOR**

Nueva Ecija, PHILIPPINES

May 2004 – March 2008

**ROCYE Corporation Philippines**

**ACCOUNT & RECEIVABLE CLERK**

Cabanatuan City, Philippines

April 2002 – May 2004

# Computer Knowledge

Working knowledge on Windows based application software like MS Word, Excel, Power Point, Basic Auto Cad and easy to learn different types of program or system.

WEB Access literate (E-mail and Internet)

# Personal Information

 Date of Birth : 27 October 1981

 Citizenship : Filipino

 Civil Status : Single

Language Spoken : English, Tagalog

 Visa Status : Visit Visa

 I certify that the above written information were true and correct to the best of my knowledge and belief.