

**Sheryll**

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Equipped with the Bachelor’s Degree in Business Administration Major in Management, an average proficiency in MS OFFICE APPLICATION.Experienced in the overall operation of Document Control and Administrative Function.

A R E A S O F E X P E R T I S E

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| --- | --- |
| **Administrative & Secretarial** | Executive Office Support, Front Office Operations Human Resources Management, Records Management Project Lead: Team coordination, schedules, task assignments, and project follow-up Administrative SupportTravel Arrangements, Expense Reporting, Calendar Management, Event Coordination. Responsible for the collection and distribution of mail, faxes, filing and day-to-day general administration duties. Handle department needs in coordination with other functions in an organized manner |
| **Accounting** | Preparing and Handling the petty cash of the Company. Managing the records of the skilled workers data . Handling the monthly expenses of the Company, transportation expenses of employees. Cash Reimbursement of Senior Management |
| **Technical Tools** | An average profiency in MS Application |

E M P L O Y M E N T H I S T O R Y

**Dutco Styles & Wood LLC**I **Dubai UAE** I **Document Controller- July 2013-Aug 2016**

**Administrative Works**

* + Coordinate all activities, including preparation of project folder, coordinating all latest construction issue drawings and specification to all project team, submission of technical documents, drawings, and commercial correspondence.
	+ Input document data into the standard registers ensuring that the information is accurate and up to date
	+ Generate the various document control reports as required
	+ Validating and coordinating material submittal as per the BOQ and Specification
	+ Prepare and update submittal registry like Drawings, Materials, RFI’s, CVI’s, Site instruction, Work Instruction Report, and all Technical submittals as needed by the project team for weekly meeting and reports.
	+ Prepare and keep file of Weekly Progress Report for each project.
	+ Preparing Architectural Operation and Maintenance Manual ( OMM ) of the project as needed for the final hand over of project.
	+ Extending assistance to the Estimating Department by handling preparations for tender submittals, suppliers/ subcontractors.
	+ Prepare monthly site attendance.
	+ Gathering information for implementing the new project
	+ Collecting inputs from Clients
	+ Listing out the documents and documenting the project details
	+ Notifying the involved party for tacking appropriate action on the pending documents
	+ Export of As Built files in the customer required format.
	+ Familiar with CONEX Software

**Receptionist Admin**I **Dubai UAE**I**Receptionist/AdminDec 2011 to June 2013**

* + - Responsible for providing secretarial, clerical and administrative support in order to ensure that municipal services are provided in an effective and efficient manner.
		- Receive, direct and relay telephone messages and fax messages.
* Open and date stamp all general correspondence
* Maintain the general filing system and file all correspondence.
* Maintain an adequate inventory of office supplies
* Provide word-processing and secretarial support.

**Abu Dhabi Commercial Bank**I **Dubai**I**Dubai, UAE**I **Finance Advisor/ April 2007 -May, 2011**

* Giving sales presentations to potential customers, explaining the benefits of our service
* Answering any queries from customers.
* Matching them t financial services they may find helpful

E D U C A T I O N

Year SCHOOL COURSE

2002 Baliuag University Bachelor of Science in Business Administration

B A S I C P R O F I L E

* Desired Position: Document Controller I Secretary I AdminAsstI Sales Coordinator
* Visa Status: On Visit
* Nationality: Filipino
* Marital Status: Married