

BENEDICTO

 BENEDICTO.352197@2freemail.com

A document controller / administrative assistant that has ability to create and maintain an efficient and effective filing and archiving system both paper and electronic documents. Have knowledge of electronic data management systems (ACONEX), supplier document controlling and electronic filing systems. Easy to go along, by nature, with both work collaborators and senior managers.

Work Experience

**Document Controller - November 2015 - Present**

Reliance Electro Mechanical Plumbing Contracting Co., LLC (REMCO)

14B, Umm Ramool - Rashidiya - Dubai - United Arab Emirates

(MEP Construction Co.)

Site Project: **The Fountain Views Project**

 **Downtown Dubai, Dubai UAE**

 **The Boulevard Point Towers**

 **Downtown Dubai, Dubai UAE**

Project by: **EMAAR**

Client: **Turner**

Main Contractor: **ACC Arabian Construction Co.**

Consultant: **Dewan Architects + Engineering**

* Manages different kinds of document controlling from engineering drawings, inspection instructions, confidential agreements and project communication letters, material specifications, including archiving documents.
* Scanning in all relevant new documents.
* Responsible for maintaining soft and hard copy information.
* Updating Shop Drawing and Material logs.

**Office Staff 2012 - 2015**

Wrap Star – Mexican Food Inc.

Bayombong, Nueva Vizcaya

* Maintains and monitors stock inventory levels;
* Processes purchasing orders as required; tracks orders and investigates problems.
* Records purchases, maintains physical and electronic database.
* Performs physical count of inventory, and reconciles actual stock count to computer-generated reports.
* Receives, unpacks, and delivers goods; re-stocks items as necessary.
* Performs clerical duties, including data entry.
* Helps in clerical works in administrative office.

**Document Controller / Site Secretary 2008 - 2010**

MEP Construction Co.

Reliance Electro Mechanical Plumbing Contracting Co., LLC (REMCO)

14B, Umm Ramool - Rashidiya - Dubai - United Arab Emirates

Site Project: **Dubai Sports City**

 **Dubai UAE**

Main Contractor: **Transemirates**

* Manages different kinds of document controlling from engineering drawings, inspection instructions, confidential agreements and project communication letters, material specifications, including archiving documents.
* Scanning in all relevant new documents.
* Responsible for maintaining hard copy information.
* Develops filing system for fast and efficient access of documents. Receives and sends documents from external organizations, prepares and edits paperwork for construction project site manager.

**Dental Sales Representative 2005 – 2007**

ROCHE Orthodontic and Dental Supplies Center

19 Ballesteros St., Solano, Nueva Vizcaya

* Sells and delivers orthodontic and dental supplies to local dentists from Southern to Northern part of Luzon (Region 2);
* Assists in accounting office, designed an automated filing and account system for the company;
* Conducts trainings and seminars for newly hired employees.

**Dental Secretary / Aid 2003 – 2005**

Billedo’s Dental Clinic

118 Gaddang St., Solano, Nueva Vizcaya

* Takes and fillings patients’ record designed an automated filing and account system for the whole office;
* Maintains the cleanliness of the whole clinic.

**Computer Operator / Courier 2001 – 2003**

SUREX – Sure Express

Bayombong, Nueva Vizcaya

* Assists client/s in computer encoding, printing, and computer repair and maintenance and internet services;
* Assists in accounting and inventory reports.
* As a courier, delivers client/s letter in their respective destinations.

**Company Driver and Production Worker 2000 – 2001**

LLM Trading

Solano, Nueva Vizcaya

* Delivers products to supermarkets, small scale business stores, picks up company stocks from suppliers;
* Helps in production, cooking preparation and packaging.

**Store Supervisor 1999 – 2000**

K-SarapVideoke Bar

Solano, Nueva Vizcaya

* Supervises bar’s cleanliness, orderliness, aids in store’s inventory;
* Assists in accounting office.

**Assistant Computer Laboratory Supervisor and Property Custodian 1995 - 1999**

AMA Computer Learning Center

Bayombong, Nueva Vizcaya

* Keeps the computers in the laboratory and in the different offices in good order, keeps inventory of office supplies and equipment
* Handles computer related subjects every weekend to short term courses enrollees;
* Assists in the clerical work of the administrative staff.

**Waiter / Bellboy 1993 – 1994**

Marc’s Inn Hotel and Restaurant

Bayombong, Nueva Vizcaya

* Assists in food preparation, food serving, dish washing and restaurant maintenance;
* Assists in room service, housekeeping, and room and hotel maintenance.

Areas of Expertise

* Data Management System - ***ACONEX***
* Document Control
* Archiving
* Data entry
* Office IT skills
* Secretarial tasks
* Microsoft Office Expert

Academic Information

**Bachelor of Arts in Philosophy (3 years) June 2010 - March 2015**

Rogationist Seminary College

Merville, Parañaque City

**Computer Systems Design and Programming (College Diploma) March 1995**

AMA Computer Learning Center

Bayombong, Nueva Vizcaya

**MICROSOFT Visual Basic 6.0 (Certificate of Achievement) June 2001**

INFORMATICS

Baguio City

**BASIC SIGN LANGUAGE TEACHERS-ADVOCATES’ Training May 2001**

Special Education (Certificate)

Saint Mary’s University

Bayombong, Nueva Vizcaya

**BASIC PC TROUBLESHOOTING (Certificate of Achievement) August 2001**

INFORMATICS

Baguio City

**APEC-IT Training (Certificate) November 2005**

Japanese Chamber of Commerce and Industry of the Philippines, Inc.

Nueva Vizcaya State University

Bambang, Nueva Vizcaya

Eligibility

Passed the Civil Service Commission Test (Data Encoder) – October 9, 2006