# MARY

# [MARY.365313@2freemail.com](mailto:MARY.365313@2freemail.com)

**CAREER OBJECTIVE:**

To be able to work in a well-established company where my skills and abilities can be tapped and maximized effectively and to enhance my professional growth as well as broaden my experience.

**ACADEMIC QUALIFICATIONS**

**Graduate, Bachelor in Science**

**In Computer Science**

AMA COMPUTER COLLEGE

(Class of 2003 - 2007)

**JOB/EMPLOYMENT SUMMARY:**

**SOS International Mechanical Equipment, LLC**

**FIRE PROTECTION ENGINEE**

- **SOS International is a fast and growing leading companies specialized in designing, supply, installing, testing & commissioning in Fire Fighting Protection System.**

Job Position:

**-Project Secretary / Document Controller**



October 2007 – March 2010

Business Profile: Building Materials Manufacturing Company

Job Position:

**-Data Encoder / Document Controller**

**CAREER HIGHLIGHTS:**

* 7 years Abu Dhabi, UAE Experienced.
* 7 years of experienced in a Secretarial services as a Project Secretary / Document Controller

**CORE COMPETENCIES:**

* Culture Sensitivity
* Organizational & Interpersonal Skills
* Superior Customer Oriented/Service
* Reporting Skills
* Office Management
* Records & File Management
* Workflow Organization /Efficiency
* MS Office Applications
* Administration expertise-executive

**OUTSTANDING QUALITIES:**

* A positive and confident personality blended with a strong work ethics.
* Ability to meet Service Level Agreement.
* Communicates effectively both orally and in writing.
* Proactive and can work with minimum supervision.
* Ability to be flexible with job duties and scope of work.
* A team player, trustworthy and results oriented.
* Highly motivated, Responsible, Hardworking and Goal achiever.
* Remarkable word processing and data entry skills
* Strong ability to compose and edit already written materials

**PROFESSIONAL EXPERIENCES:**

**SOS International Mechanical Equipment, LLC**

**FIRE PROTECTION ENGINEERS**

P.O. Box 61281, Abu Dhabi, UAE

Room 202,2nd Floor Omier Travel Bldg,

Liwa St., Abu Dhabi, United Arab Emirates

**SOS International Mechanical Equipment, LLC** is one of the fast growing and leading companies specialized in Fire Protection Systems. Specialized in designing, Supplying, Installing, Testing, Commissioning & projects implementation.Had executed different types of projects from the design stage up to commissioning and handing over to clients. And also executed many projects from government, industrial, hospitals, private and public sectors through the U.A.E.

Purpose of Position: **Project Secretary (Nov. 2011 – Jan. 31 2017)**

***Duties and Responsibilities:***

* Answers and screens telephone calls and relays telephone messages for the staff in a complete and timely manner.
* Doing payroll for the Manpower Supply. (Time Management of Site Working Hours.)
* Preparing Joining Report for the New Employees.
* Preparation of Internal Memos / Warning Letters for the Site Workers
* Preparation & Submitting material requisition as per Material Take Off to Purchasing Dept.
* Preparing Quotations as per Bill of Quantities
* Creates files for various projects. Provides document control for files, and maintains design and construction records including: correspondence, agreements, design documents, submittals,
* Composes drafts and completes non-technical correspondence from oral and/or written instruction to Client / Consultant / Supplier.
* Sorting out, reviewing and conducting interview for the applicant for Secretary Post.
* Arranges for courier services or makes deliveries of documents.
* Reporting to Project Manager / Managing Director.
* Ensures knowledge of staff movements in and out of organization
* Provides general administrative and clerical support
* Maintains appointment diary
* Managing for all the required Documents for Recruiting of Manpower.
* Maintain the records of Staffs / Workers of each sites
* Deals and handling staffs and workers leaves
* Maintain daily log.
* Monitoring route and reporting the status of drivers and petrol consumable amount for the month.
* Preparing cash advances of employees.
* Preparing Sub Contract Agreement.

Purpose of Position: **General Secretary (May 2010 – 2011)**

***Duties and Responsibilities:***

* Handling the reception duties - attending and directing customers/visitors to the concerned person, handling emails, receiving & distributing couriers / mails etc.
* Typing all correspondence, quotations, inquiries, tenders, compliance statements etc.
* Taking notes and dictation from the boss for drafting the correspondence or executing the work.
* Ensure timely and accurate delivery, and pick up of important office material. Items to be couriered should be sent on time, tracked and followed up for efficient delivery.
* Maintain a diary to follow the time-bound schedule of the boss, enlist his appointments accordingly and inform the boss about the next day's schedule.
* Answering phone calls and mails, screening these before forwarded to respective departments
* Maintain confidential client details in up-to-date filing system.
* Manage office’s incoming and outgoing files, including confidential documents and data.
* Prepare Quotations as per the BOQ, Inquiry, and Submittals.
* Submitting pre-qualification documents, material submittals, shop drawings and samples to the Client



**Mexico Pampanga, Philippines**

**October 2007 – March 2010**

Purpose of Position: **Document Controller / Data Encoder**

***Duties and Responsibilities:***

* Negotiate customer for their Purchase Order/Requisition.
* Good receivable, stock allocation, stock control, replenishment of stocks.
* Withdraw the Invoice that the items going to pick-up by the customer
* (Sales Requisition and Withdrawal Slip).
* To prepare all receipts and withdrawal within the day should have signed by the manager on duty.
* To transmit the entire Invoice with the attached withdrawal indicating with the Date, Invoice Number with the withdrawal Number, Customer Name and Mode of Payments, then get one copy of Transmittal.
* Filing a duplicate copy for Replacement and Withdrawals.
* Answering phone calls for the stock request of the salesman and need to be prepared by the checker.
* File all the requisition form copy coming from warehouse regarding the pick-up items of the salesman.
* Encode all the Damaged Items (Damaged Module) coming from the store, print out the withdrawal, checker and the said encoder and compile for one copy.
* To check all the delivers day by day with Invoices.
* Receiving, checking and forwarding faxes to the Warehouse for the Delivery and Withdrawal items

**Coca-Cola Bottlers Philippines Inc. – Pampanga, Philippines**

**City of San Fernando, Philippines**

**On –the Job Training (300 hrs.)**

Purpose of Position: **Secretary Cum Purchasing**

***Duties and Responsibilities:***

* Supervise the inspection of all supplies, services purchased to insure conformance with specifications.
* Ensures that proper accounts are maintained and annual reports are prepared.
* Ensures that documentation is prepared and distributed at the appropriate times for general meetings.
* Filing Purchase Records, placing orders and organizing office supplies.

**Computer Skills**

* Computer Literate with knowledge in MS Package (Word, Excel, Power Point and other Microsoft Office Application.
* With skills using Operating System, like Windows 95,98,2000, ME, and Windows XP.
* Familiar with Microsoft Visual Basic, VBScript, Macromedia Flash, HTML, C, C++, Pascal, Turbo C, Php, With advance knowledge 64 and 32 Bit Processing
* WPM 35-40.
* Knowledgeable in using Communion Enterprises Inc. System and Purchasing System, SAGE & FACT System

**Seminars Attended:**

* Linux Seminar
* Microsoft Certified Professional Review
* Macromedia Flash
* 64-Bit-Processing
* WORK VALUES SEMINAR-Philippines , February 10, 2009 ( 5 days)
* PEAK PERFORMANCE SEMINAR- Wilcon Builders Depot, Inc. Phils., ( 10 days)

***Character References: Furnished upon request.***

*I hereby declare that to the best of my knowledge and belief, all particulars I have given are complete and true. I understand that any false declaration or misleading statement or any significant omission may disqualify me from employment and render me liable to dismissal if I am offered employment. For further clarifications or inquiries, please don’t hesitate to get in touch with me on the provided contact details mentioned on this CV.*