RONALYN

[RONALYN.366195@2freemail.com](mailto:RONALYN.366195@2freemail.com)

**CAREER SUMMARY:**

A well committed, capable and innovative individual who possesses a competitive knowledge in line with Information Technology, Office Jobs, Secretarial, Sales and Customer Service. Has the ability to produced satisfactory output to impart for the company.

Currently seeking a job in a reputable company and to acquire a proficient career wherein I can impart my knowledge, maximize my skills and expertise for the company’s benefit as well as a devoted contribution for the advancement of the organization.

**QUALIFICATION SUMMARY:**

* Excellent interpersonal skills, self motivated, results-driven, problem solving abilities, customer service oriented.
* Ability to work in all levels of internal management and staff as well as information technology processes.
* Exceptionally well-organized strong work ethics and willingness to work hard to achieve employers’ objectives.
* Proficient with MS windows application such as word, excel, power point & literate with software applications.
* Excellent in oral and written communication skills.

**WORK EXPERIENCE:**

**DARWISH ENGINEERING EMIRATES, L.L.C.**

**Designation: Project Secretary cum Document Controller**

**Nature of Company: General Contracting**

**Work Duration: December 2014 – May 2017**

**Location: Ajman, United Arab Emirates (Main Office)**

**Assigned in: R817-Katah-Nizwa Al Madam Road & Underpass Project,**

**Sharjah-U.A.E.**

**Client: Sharjah-Roads and Transport Authority (SRTA)**

**RESPONSIBILITY:**

* Preparing Letters addressed to Consultant and Service Authorities.
* Reporting to Contractor and Consultant at the same time for specific submittals and other documents.
* Encoding & Monitoring the 'Registered Log' of each file documentation.
* Checking email of both Contractor & Consultant to follow up records.
* Doing & submitting weekly 'Document Status' to Assistant Resident Engineer of Consultant.
* Processing the Request for Approval (RFA) submittals for site project of particular location.
* Organizing the Monthly Progress Meeting of Superiors.
* Arranging files and document by work category for Consultant & Contractor.
* Encoding & executing submittals such as Shop Drawing, Material Approval & etc.
* Follow up drawings from Draftsmen.
* Updating the Resident Engineer of Consultant and Project Manager of Contractor for any subject matter.
* Further assistance & updates for Resident & Assistant Engineer and Project Manager.
* Distributing replied submittals from Resident Engineer to start further job in the site.
* Keeping the soft copy of each files and documents for record purposes.
* Sending the incoming & outgoing letters via email to Client, Consultant & Contractor for further information and reference.
* Assisting Site Engineer, Construction Manager and Safety Officer with any paper works whenever needed.
* In charge to order stationeries for office use of both Contractor & Consultant.
* Forwarding the replied RFA’s to Quantity Surveyor for Payment process.
* Receiving calls and gathering all data needed by officers and supervisor.
* Receiving, initially signing & distributing submittals with reply from both Consultant & Contractor.

**POINT OF VIEW ADVERTISING L.L.C. &**

**OUTDOORMASTER INCORPORATED**

**Designation: Sales Associate | Customer Service Representative cum Frontdesk**

**Nature of Company: Outdoor Advertising**

**Work Duration: Nov.-Dec. 2014 (POVA) | April – July 2014 (OMI)**

**Location: Sharjah, United Arab Emirates**

**RESPONSIBILITY:**

* Introduce the services offered to the client with competence.
* Handling big account of outdoor advertising projects
* Explain to customers how specific types of advertising will help promote their products or services in the most effective way possible.
* Deliver advertising or illustration proofs to customers for approval.
* Provide clients with estimates of the costs of advertising products or services.
* Recommend appropriate sizes and formats for advertising, depending on medium being used.
* Inform customers of available options for advertisement artwork, and provide samples.
* Filling all important receipts and documents
* Initiating calls to introduce the following services to possible clients
* Participate in all kinds of marketing promotion and strategy.
* Guarantee a total customer satisfaction.

**SHORECLOUD CORPORATION**

**(Internship Training)**

**Designation: IT Admin cum Graphic Layout Artist**

**Nature of Company: Medical & IT Outsourcing**

**Work Duration: November 2013 – February 2014**

**Location: Bacolod City, Negros Occidental, Philippines**

**RESPONSIBILITY:**

* Provides data entry and data analysis to clients.
* Provides an in-depth data comparison, interpretation, and charting with an easy to understand presentation and data plotting, comprehensive, and efficient report.
* Creating online marketing research surveys collaboratively and in partnership with our clients.
* Finding contacts through search engines and directories.
* Customer Contact Search and List building.
* Creating layout designs for proposed website.
* Search Engine Optimization, IT & Medical Outsourcing, Layout Design.

**IFM RADIO STATION**

**(Internship Training)**

**Designation: IT Admin cum Graphic Layout Artist**

**Nature of Company: National Radio Station, Philippines**

**Work Duration: November 2013 – February 2014**

**Location: Bacolod City, Negros Occidental, Philippines**

**RESPONSIBILITY:**

* Creating layout designs for advertising mediums.
* Follow-up records and data entry.
* Updating the website & social media page for further advertisements.

**ACADEMIC BACKGROUND:**

**Degree: Bachelor of Science in Information Technology**

**School: University of St. La Salle, Bacolod City, Philippines**

**Diploma: March 2014**

**PERSONAL DETAILS:**

Date of Birth **: January 25, 1994**

Civil Status  **: Single**

Citizenship  **: Filipino**

Sex  **: Female**

Visa status **: Employment Visa** (transferable)