**CURRICULUM VITAE**

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**ANALIZA (BSBA)**

**ANALIZA.371601@2freemail.com**

**CAREER OBJECTIVES**:

An independent and multi-skilled professional with over twenty (29) years of extensive work experience in various fields of business, sales/retail, construction, now seeks to obtain a meaningful, challenging and rewarding position of responsibility in a company that offers advancement opportunities and career development and where hard work, dedication & professional excellence is valued and demanded.

**SPECIAL AND TECHNICAL SKILLS**:

* MS Office - Word, Excel, Access, Outlook, and Internet based research, Aconex
* Excellent ability to gather data and generate reports
* General Office Management & Administration
* Organization and preparation of Correspondences and Documentations
* Interdepartmental Coordination
* Commendable interpersonal skills and customer service expertise
* Skills in Office Equipment Operation, i.e. Printers, Fax, Scanner, Photocopier, etc.
* Strong Organizational skills, capacity to work under pressure, independently productive, with strong analytical skills
* Positive attitude towards work with a high degree of integrity and respect for people, policies and regulations

**HIGHLIGHTS OF WORK EXPERIENCES:**

About Oger Emirates:

Saudi Oger Ltd., incorporated in January 1978 under the rules and laws of the Kingdom of Saudi Arabia with its headquarters in Riyadh. Saudi Oger Ltd. is a private company, wholly owned by the Rafic Hariri family. Since its inception, Saudi Oger has become one of the leading Construction; Facilities Management Service Provider and Infrastructure Project Development companies in The Kingdom of Saudi Arabia and the region. In relatively short period of time Saudi Oger Ltd. has grown into a multi-company, multi-divisional organization with subsidiaries and affiliates in the Kingdom of Saudi Arabia and abroad. Established in 2003 in Abu Dhabi; and in a short period of time the company was able to secure mega projects such the Imperial College London Diabetes Centre which was completed in 2006 for Aldar; and currently Oger Abu Dhabi is executing UAE University project in Al Ain; and the 1st stage of Abu Dhabi Financial Center (ADFC). With the fusion of western technical expertise achieved from its overseas subsidiaries and the Middle Eastern knowledge and experience, the Company has become the center of excellence for the Construction, Facilities Management services and Infrastructure Project Development of challenging, prestigious and complex projects of advanced technology throughout the Middle East, Africa and Europe.

**ASOLOUVRE JV**  

Project: Louvre Museum Abu Dhabi Saadiyat Island, Abu Dhabi (AED 2.4 Billion)

Client: TDIC

16 February 2015 - present) – **Document Controller**

* Aconex user for all documentation
* Reports directly to the Deputy Project Director
* Maintain a whole and complete control copy of project documents
* Index and register internal and external documents within the Project EDMS (Electronic Data Management System) as per project protocol
* Maintain document control registers for all Project Documentation in accordance with DC procedures
* Maintain and updates logs for Incoming / Outgoing correspondences both Client and Subcontractor
* Ensure that all hard and soft copies of controlled documents and correspondence are distributed in accordance with the Project Distribution Matrices
* Facilitate and monitor circulation of all project documents to be approved by authorized signatories
* Maintain, distribute and file internal and external hard copy Project Documentation, i.e. Submittals, drawings, correspondence etc.
* Maintain and updates log for Variation Order Proposal (VOP), Contractor’s Instruction (CRI), Variation Order (VO), Contractors Request for Variation (CRVP)
* Prepares transmittal notice on all outgoing documents
	+ - Responsible for Reports from Planning Department.
* Daily Construction Report (DCR)
* Weekly Progress Report (WPR)
* Monthly Progress Report (MPR)
	+ - Responsible for Reports from Admin / EPP Department
* EPP Weekly Report
* EPP Monthly Report
* Proof of Payments
* ERP and DERP list
* WPG Minutes of Meeting
	+ - Responsible for Commercial / Contractual Documents
* Employers Representatives Instruction (ERI)
* Contractors Instruction (CRI)
* Request for Variation Proposal (CRVP)
* Variation Order Proposal (VOP)
* Variation Order (VO)
* Contract Addendum
* Advance Payment Guarantee
* Performance Bond
* Retention Bond
* Application for Payment (AFP)
* Invoices from Subcontractors
* Payment Certificate for Subcontractors
* Coordinate for delivery of materials, arranging vehicles and other day to day project activities
* Effectively follow the company’s standard operating procedures in submissions of documents
* Performs other administrative tasks as required by the Document Manager / Commercial Manager

**OGER ABU DHABI LLC** 

Project: The Buildings by Daman, Dubai UAE (AED 1.2 Billion)

Client: DIFC

1 May 2014 – 15 February 2015 - **Document Control Supervisor**

* Reports directly to the General Manager / Chief Financial Officer
* Create and maintain a filling system that supports efficient information management.
* Maintains quality records of the project by keeping soft records to allow easy access and transfer.
* Maintains records of confidential documents by collecting them into files with related correspondence and ensuring that they are shared with the authorized staff, to request for it, and by observing the proper request process.
* Responsible for overall coordination of controlled documentation within the company
* Prepares daily and weekly reports
* Conducts regular review audits, to ensure information on all records is accurate and up to date.
* Collects and store files from various departments, supervises and trains staff working in the document control department.
* Assist in supporting external audits, coordination activities in backroom and ensuring timely response to documentation requests.
* Sends and receives documents from external organizations, prepares and edits paperwork for Contract Agreements, and ensures all records-management activities adhere to institutional policies and legal regulations.
* Maintain the documents and drawings in the Document Control office / Archive under safe custody without any damage or deterioration with easy traceability.
* Liaise with Contractors, Suppliers and Internal Personnel, to ensure that documentation complies with company procedures, metadata requirements and transfer.
* Manage transmittal of information by receiving, logging, tracking, filing, monitoring and reporting Company, Contractor and Supplier drawings and documents in the Electronic Document Management System (EDMS). Respond to Internal and External drawing and document request.
* Coordinate and work with other Document Controllers (on and offsite) to ensure consistency of process, and enforcement of Document Control procedures.
* Performs file backup to ensure proper storage and archiving of electronic registers.
* Perform proper disposal of obsolete documents during project closeout in accordance to Engineering procedures and / or project requirement.
* Generate the various document control reports as required
* Properly archived project documents upon completion of the project and in conjunction with the Commercial department

**OGER ABU DHABI LLC** 

Project: The Buildings by Daman, Dubai UAE (AED 1.2 Billion)

Client: DIFC

11 April 2011 – 30 April 2014 – **Technical Clerk**

* Reported directly to the Head of Legal department
* Organizing and maintaining a system according to the project requirements.
* Ensure that all archived records are properly indexed and scan.
* Maintain a soft copy record of all documents as per the pre-determined format, and ensure that soft and hard copies are in synchronization.
* Coordinate all activities related to the Document Control procedure including technical documents, drawings and commercial correspondence.
* Make sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, Subcontractors and Suppliers as applicable.
* Focus on supporting the implementation and coordination of the approved document control process and procedures.
* Identified the respective internal and external recipients for all incoming documentations, made clear and legible copies as required with the requisite transmittal notices
* Maintain a product library of all the documents
* Assisting the Document Controller.

**OGER ABU DHABI LLC** 

Project: UAE University – Al Ain Abu Dhabi, UAE (AED 1.5 Billion)

Client: Mubadalla

Project: Abu Dhabi Financial Center (ADFC) Sowwah Island Abu Dhabi (AED 5.8 Billion)

Client: Mubadalla

13 January 2008 – 1 April2011) – **Personal Assistant / Document Controller -** Contracts Admin Dept / Subcontract Formulation

* Reports directly to the Contracts Manager.
* Responsible for handling Managers appointments, fixing new appointments and meetings.
* Answering calls and give information to callers, take messages or transfer calls as appropriate.
* Responsible for preparing draft letters documents, notes for obtaining approval, etc.
* Responsible for preparation of schedules and capturing Minutes of Meetings(MOM), Workshop, work groups.
* Responsible for handling Managers, correspondence, replying to emails, sending couriers, sorting receiving mails and letters.
* Responsible for assisting the Contract Administrator in preparing correspondences for Client/Subcontractor
* Typing/Filling Inter-office Memo/Incoming & Outgoing letters to/from Client/Subcontractors
* Encoding Clients/Subcontractor letters in the Database
* Responsible to call the subcontractors to require for their signature and stamp on the amicable Settlement/ Final settlement
* Responsible for the preparation of the attachment to Commitment Authorization/Amicable

 Settlement

* Responsible for updating the clients/subcontractors log
* Updating records/log for the Notification of Delay Events
* Responsible for proper maintenance of records and files.
* Responsible to follow up with the various Departments and Divisions on behalf of the Manager.
* Responsible for maintaining sound relationships with Business Associates and other stakeholders.
* Handling travel requirements of the Managers.
* Prepare and follow up the stationary and other materials needed by the Managers.
* Operate fax and photocopying machine and report about malfunctioning.
* Monitoring the Daily Attendance of the Contracts Personnel/Quantity Surveyor
* Manage archive storage tasks
* Any other administrative tasks assigned by the Manager.

**SM Shoemart Inc.** 

SM Bay Boulevard Bay City, Pasay City Philippines

1 January 1999– 10 January 2008 – **Category Merchandise Manager, Department Buyer, Selling Supervisor** (15 Branches in Metro Manila)

* Monitoring stock level by store to identify Sales Trend opportunity
* Check assortment of deliveries in the Store (by size, by color & by style)
* Develops/recommend store fixtures and relay outs if necessary to boost the sales
* Monitor the Rate of Deliveries per Store
* Recommend markdown of the non-moving items/slow moving items on 3 day sale of the branch to lessen the aging stocks in the branch
* Prepare price events
* Prepare RTV’s (Return-to-Vendor) and transfer of stocks with other branch
* Sales and Inventory monitoring (by SKU – Store Keeping Unit)
* Replenishment, ensure availability of stocks and assortment in the Selling Area and monitor “Never-out-items”
* Acts on canvassing report (Comparison of Prices with the competitive Store)
* Assist in buying activities

**SM Shoemart Inc.** 

Quiapo Manila, Philippines

1 December 1996– 1 December 1998 – **Counter Supervisor**

* Responsible for assisting the Counter Manager in the overall supervision of personnel assigned in the Counter
* Assist the Counter Manager in ensuring prompt and efficient Counter Service in the Store
* Prepare cashier’s daily schedule (Counter post)
* Performs counter – cashiering functions such as:- examine any discrepancy between counter and it’s endorsement to the Treasury
* Perform cash collection in all counters and endorse it to the Treasury dept.
* Ensure proper tallying of wide variety of products scan in the machine
* Inform superior for deletes and cancelled transactions
* Encoding and updating of Employees / Customer Credit Cards (Suspended, Reinstated,

 Cancelled)

* Updating Mark-up / Markdown price of the items sells in the Store
* Creating / Assigning SKU (Store Keeping Unit) in each new items

**SM Shoemart Inc.** 

Quiapo Manila, Philippines

23 November 1987– 1 November 1996 – **Cashier / Updater / Salesclerk**

* Perform cash collection and endorsement to the Treasury
* Ensure proper tallying of wide variety of products scan in the machine
* Inform superior for deletes and cancelled transactions
* Encoding and updating of Employees / Customer Credit Cards (Suspended, Reinstated, Cancelled)
* Creating / Assigning SKU (Store Keeping Unit) in each new items
* Updating Mark-up / Markdown price of the items sells in the Store

**EDUCATIONAL BACKGROUND:**

**Tertiary** : Bachelor of Science in Business Administration

 Major in Management

 Philippine School of Business Administration (PSBA) – 1987

 Quezon City, Philippines

**PERSONAL INFORMATION:**

 **Date of Birth : 24 January 1967**

 **Place of Birth : Baler Aurora, Philippines**

 **Gender : Female**

 **Nationality : Filipino**

 **Visa Status : Resident Visa**

**REFERENCE:**

**Available upon request**