

**JAYSON**

**SITE ADMIN / DOCUMENT CONTROLLER/PROJECT COORDINATOR**

**C/o-Cell Phone: +971505891826**

**Email Address:** ***jayson.378294@2freemail.com***

**Visa Status: Visit VISA**

**Expected Salary: 5,000 AED (Negotiable)**

***CAREER OBJECTIVE***

*To be able to work, connect and secure position with your established company where I can contribute and enhance my knowledge, and skills which can be maximize my potential and further develop my capabilities for the benefit of the company as well as my professional and personal growth.*

***QUALIFICATIONS***

* Computer literate/ Microsoft: Word, Excel and Power point presentation.
* Hardworking, flexible, can work under pressures, self-motivated, systematic and highly detail oriented.
* Enthusiastic, resourceful & trainable: Can easily adopt to a fast - paced working condition.
* Effective Leadership, Good Communication, Time Management, and Planning and research skills.
* Performing the duties of document controller/Site Admin/Project coordinator of the whole project.
* Ensure documents are numbered, filed and made accessible as appropriate.
* Ensure documents are transmitted to the client secure and efficient manner.
* Registering/maintaining all incoming and outgoing correspondences, Minutes of Meeting (MOM), drawings, technical submittals, and other related documents.
* In-depth knowledge of the procedure handling clerical and administrative work.
* Has Philippine driving license and driving for 1 year.
* Four and one half (4 1/2) Years work experience in Saudi Arabia. Two years (2 years in Philippines).

**Company Name: RIJO CONSTRUCTION COMPANY (PHILIPPINES)**

Project Name: Cligan Mart and Roofing Renovation/Solstice Tower/Twin Roxas Tower 2

Position: **Project Coordinator/ Admin In-Charge** May 2017- March 2018

* Maintaining and monitoring project plans, schedules, work hours, and budgets.
* Organizing, attending, and participating the meetings.
* Provides office services by implementing administrative systems, procedures, and policies.
* Responsible for establishing and maintain accurate files, handling incoming and outgoing document, developing and maintaining electronic and hard copy of documentation system.
* Oversee all project documentation and correspondences are available electronically scanned.
* Maintaining files including revisions and mark-ups.
* Examines documents especially on drawings to verify completeness and accuracy of data.
* Responsible for maintaining hard copy information.
* Submitting corporate documents punctually and with standard quality.
* Updating the Register List when needed.

***Company Name:* KIL JIN KANG & PARTNER CONSTRUCTION CONT.CO.LTD. - KCC (SAUDIARABIA)**

Site: SAMAC-MMA-PMMA- PROJECT – AL JUBAIL SAUDI ARABIA/

*SADARA ISOCYANATES PROJECT CHEM II PMDI & TDI – (JUBAIL II SAUDI ARABIA)*

Position: **Site Admin/ Document Controller** September 2012-February 2017

***Duties and Responsibilities:***

* Provides general administrative support to the Superior In-Charge and staff team.
* Provide support for the program/projects including assisting with administration of project work where appropriate and when agreed.
* Undertake general administrative duties including:
	1. Filing, copying, and scanning.
	2. Collation and distribution of minutes of meeting, reports, and other documents.
	3. Dealing with incoming and outgoing mail and general emails.
	4. Ordering equipment, materials and office supplies.
* Undertake and assist in the recording and processing of invoices, receipts and payments as required and as instructed.
* Administer the petty cash system and ensure appropriate record keeping.
* Arrange hospitality, purchase suppliers to ensure smooth running of the organization on a day to day and as required basis.
* Receiving and releasing of MANPOWER.
* Update timesheets daily, weekly and monthly.
* Prepare documents for site ID and other related works.
* Prepare and send Daily Manpower Status thru email.
* Preparing gate passes for visitors, Materials, and Equipment Incoming and Outgoing.
* Participate in client's Meeting (site transmittal documents)
* Update all Reports Daily/Weekly/&Monthly.
* Follow up on submitted Daily Observation of every Safety Officer & Safety Supervisor.
* Update Daily Work Permit on site & Make Summary for Work Permit.
* Process and circulating IN/OUT documents.
* Responsible for filling, controlling the numbering, and retrieval of electronically stored or hard copy documentation produced by site projects.
* To perform regular audit on corporate documents in order to ensure that all documents are properly submitted to other departments.
* Responsible for file validation and document controlling before submitting a document. To ensure all files submitted are approved by the Superior In-Charge.
* Maintaining the complete log of the drawing numbers issued, used, un-used for the documents.
* Update all Reports in computer system of QC Engineers and QC Inspectors.
* Issuing and distributing controlled copies of information.

**Company Name: Macondray Finance Corporation (Philippines)**

*Position:* ***Loan Processor*** July 2010 - September 2011

***Duties and Responsibilities:***

* Update data on computer system as soon as documents are received
* Weekly and monthly reporting to the office or Branch Manager for distribution to the approved and disapproved loans.
* Follow up the client's on submitted loans and/or pended loans thru calls.
* Prepare commitment letters, denial letters, and cancel files when necessary.

***EDUCATION AND CREDENTIALS***

**Bachelor of Science Major in Business Management**

**Colegio de San Juan de Letran (Intramuros, Manila)**



 Member, Letran Community Volunteers Year 2010

* Member, Letran Community Volunteers Year 2007-2010
* Member, Student Assistantship Program Year 2007-2010
* Member, Temporalities Committee of Student Assistantship Program Year 2007 - 2010

**Colegio de San Juan de Letran**

***Student Assistant*** (2007–2010)

**Departments:**

* Human Resource Development ( HRD )
* Finance and Resources
* Bookstore
* Center for Community Development (CCD)
* Graduate School
* Research and Development
* Home study in High School department

***LANGUAGES***

*Speaking - Reading - Writing English / Good Speaking - Arabic - Beginner*



***PERSONAL INFORMATION***

*DOB: 12/11/1989*



*NATIONALITY: FILIPINO*



*MARITAL STATUS: SINGLE*



***SEMINARS ATTENDED***

* Life Critical Safety Training – Fall Protection/Working @ Height/ High Pressure Cleaning / Equipment Opening/Line Breaking (March 20, 24, & 27 2013 SAUDI DOW ARAMCO)
* Job Readiness ( March 16, 2010, Colegio de San Juan de Letran, Intramuros, Manila )

***PROFESSIONAL REFERENCES***

* *I hereby certify that all information given herein are true and correct to the best of my knowledge and belief.*