**LEA**

Email: lea-391409@2freemail.com

Visa Status: Residence Visa

## CAREER OBJECTIVE

* A challenging position that enhance my skills and abilities.
* To practice the skills I gain from the office I am connected and further exposure and experience in the present.
* A dynamic with and energetic individual, seeking a challenging role to continue career development.
* A strong organizer, with excellent interpersonal skills, energy, commitment and a good sense of humor, who works well both on own initiative and as part of team.

**SUMMARY OF QUALIFICATIONS**

* Flexible in any kind of works.
* Knowledgeable in using Microsoft Office applications such as WORD & EXCEL and Microsoft POWER POINT.
* Ambitious and dedicated to work.

 **HIGHLIGHTS OF EMPLOYMENT:**

### Company : Galaxy Advanced General Contracting Company

*Address : Salam Street, Abu Dhabi; UAE*

*Period : April 18, 2016 till Present*

### Position : Site Document Controller / Site Secretary

***Project : BATEEN MARINA RESORT DEVELOPMENT (Hotel & Villas)***

**Head Office ACCOUNTS DEPARTMENT**

*From September 2018 till April 2019*

***Responsibilities:*** *- I am working for Accounts Petty Cash reimbursement for all departments such as the PRO, HR, Management and Site Projects replenishment and records receipts to Horizon including taxes(for all sites and departments expenses).*

*Holding the Company Petty Cash, making cheques & releasing to the concerned person or suppliers, or do the cash payments for suppliers & monthly bills expenses such as ADDC Water & Electricity / Telephones / ADNOC / Car Rental & etc..*

### Responsibilities:

* + Managed the distribution of documents as per the distribution list of the team.
	+ Management of documents utilizing a controlled, reliable system with a clear audit trail.
	+ Ensure throughout the project that company procedures are adhere and suitable records are maintained.
	+ Provide Project Manager with a weekly and monthly reports for incorporation into the Project reporting procedure.
	+ Handling records of all internal, external correspondences and mails distribute to the concern persons.
	+ Register all the incoming and outgoing emails / mails and distribute to the concerns.
	+ Identify and monitor all the documentation that has a deadline and advise the Project Manager.
	+ Kept the track of Material submittal, Method statement, Drawings approval schedules.
	+ Maintain Logs for all incoming and outgoing documents Correspondence / Letters / Shop drawings / Material Submittals/ Method Statement / submitted or resubmitted.
	+ Control the issuance and returned of any construction document to Project site and ensure the documents are available.

*Page* ***1*** *of* ***4***

### Company : DUTCO STYLES AND WOODS

*Address : Mirdif City Center, Dubai; UAE*

*Period : January 2010 to June 2010*

### Position : HR-Administrative Works/ Document Controller / Coordinator Responsibilities:

* + Full secretarial and administrative support for General Manager, Planning department and QS department.
	+ Helps to arrange our submittals to the Client and reports for QS works on the daily manpower for Mirdif City Center Dubai.
	+ Responsible for the entire filling of Documents, Scanning thru the data base and filling to its proper folders.
	+ Records and Distribute the correspondence letters to the concerned Managers.

### Company : Dutco Balfour Beatty Group

*Address : Jebel Ali, Dubai UAE*

*Period : November 2004 to June 2010*

### Position : Exec. Secretary /Document Controller /HR-Administrative Works Project : DUBAI MALL PROJECT (JV-Ducto Balfour & CCC Main Contractor)

***Responsibilities:***

* + Responsible for the entire filling of all correspondences, submittals shop drawings and Construction Drawings (Hard Copies).
	+ Logging and modified documents (i.e., correspondences, submittals, shop drawings, drawings for Construction and other related project documents).
	+ Scanning and renaming documents, sorting all the documents, letters, emails, faxes, drawings and technical submittals for filling to its proper folders.
	+ Communicate Consultants and Subcontractors.
	+ Circulate and Distribute all correspondence / Drawings to the concerned person needed for actions.
	+ Full secretarial and administrative support for General Manager, Project Director and Deputy Project Director and Construction Director.
	+ Organisation of meetings and Project related presentations.
	+ Arrange, coordinate and Prepare Handouts and Reports for all meetings including but not limited to Board Meetings and attended by all levels of Management and Department Heads.
	+ Arranging travel and accommodation for local and international staffs.
	+ Collation of monthly departmental reports and presentation material.
	+ Supervision of departmental secretaries.
	+ Responsible for taking receipts of Project sensitive and confidential, emails faxes, and letters and distributing accordingly.
	+ Responsible for coordination between the construction Director, Construction Managers, Package Managers and Senior Site Coordinators / Engineers to ensure construction works, processing of subcontractor orders and associated work is monitored and completed in a timely fashion.
	+ Responsible for ensuring all inquiries and correspondence between the Client and are responded.
	+ Responsible for logging all PMI’s (Project Manager Instructions), receives and prefer all the comments by the department Heads, SCI ‘s (Subcontractors Instruction) and prepare for submissions for approval to the Consultants and Department Heads, and request from main contractors/ sub-cons for Finishing / Electrical / Scaffolding / Tower Crane and plant related works.

### Company : Emirates Electromechanical & Industry

*Address : Abu Dhabi, UAE*

*Period : July 2002 to September 2004*

### Position : General Information Clerk/ Document Controller / Exec. Secretary

***Promoted in 2003 to Executive Secretary operating from the Head Office, and reporting directly to the General Manager.***

***Responsibilities:***

* + To maintain a systematic office routine for all department secretaries and to manage extensive internal filing system.
	+ Secretarial and Administrative works, including but not limited to typing of letter of Intent and Subcontract Agreement for suppliers & Subcontractor, preparing all necessary documents for approval, typing and co-ordination of Internal Memo and prepare monthly payment forms & Invoices.
	+ Handling all Division internal and external mail, coordinating calls, and conveying messages accordingly, sending and coordinating all received faxes and E-mail. **Appointed to the Project Manager providing secretarial and administrative support and Document Controller Works.**
	+ My duties included the control of all Incoming & outgoing correspondence, keeping a records of all documents, ensure all controlled documentation is stamped and the records are kept up to date.
	+ Prepare the materials & drawing submittal form considering the reference of the project, flow & log sheets. Forward documentation to Main-contractor/Consultant & prepare the controlled copy as per the Documents Control procedures and distribute accordingly.
	+ Responsible for taking care the soft and hard copies to its proper records and folders.

### Company : Office of the Provincial Governor

*Address : Ipil Zamboanga Sibugay*

*Period : May 2000 to May 2002*

### Position : Secretary

***Responsibilities:***

* + Typing Letters or Memos & distribute to different Public Officials.
	+ Arranging and reminding meetings, Programs, visits of Governor.
	+ Receiving and Faxing letters, keeping records and all documents.
	+ Arranging any appointments to the Governor.

**EDUCATIONS / QUALIFICATIONS / TRAININGS / SEMINARS:**

**BSBM-BACHELOR OF SCIENCE Major in Business Management** Ateneo De Zamboanga University, Zamboanga City, Philippines Graduated : March 2000

## BACHELOR OF SCIENCE DEGREE IN EDUCATION – (PEC)

Western Mindanao State University, Ipil Zamboanga Sibugay, Philippines – Graduated: October 2013

**Civil Service Professional Passer (Philippine Government)**

## COURSE COMPLETION CERTIFICATE

DEVELOPING PROJECT BASELINES (SCOPE, SCHEDULE & COST)

3 FOLD EDUCATION CENTRE- APRIL-2018 – (ABU DHABI UAE)

## American Safety & Health Institute

Dubai Mall Project (Dubai Site)

## FIRST AID SAFETY AWARENESS

Multi Care Safety & Industrial Inspections LLC – September 2016 (Abu Dhabi Site)

## Live in Caregiver Professional Training

Quezon City, Manila Philippines – February to August 2001

## BSBM- Association and Training

Ateneo de Zamboanga, Zamboanga City, Philippines