**Curriculum Vitae**

Name:

**MARICRIS**

Address:

Email add:

Nationality:

Visa Status:

Availability:

Bur Dubai, Dubai, UAE

Maricris-393234@2freemail.com

Filipino

Employment visa

Can join immediately

**OBJECTIVE**



To obtain a position in your prestigious company in order for me to enhance my professional skills and to put into application my abilities and capabilities to become an asset to your company.

**EDUCATION, QUALIFICATIONS & TRAININGS**

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| College: | Bachelor of Science in Office Management |
|  | Mindanao State University - Iligan Institute of Technology |
| Vocational: | Certificate in Hotel & Restaurant Management |
| Special Course / | Caregiving Certificate/Basic Life Support Training/Elderly Care Training |
| Trainings Attended: | First Aid Training/Powerful Telephone Skills |

**EMPLOYMENT EXPERIENCES**



Company Profile: Construction company involved in constructing luxury villas, mansions,crystal lagoon, infrastructure works and meydan one mall located in Mohammed Bin Rashid Al Maktoum City. Safa A & B Projects (Safa area) and other minor projects under Meydan.

Job Title: **Document Controller**

Dates: October 31, 2017- July 16, 2019

Duties:

* Filing all incoming documents received from Client, Consultant, Project Management, Subcontractors, Suppliers, Authorities, etc. via hard copy and soft copy in accordance with the procedures established by Management department.
* In-charge for the centralized filing system for all MSC on-going projects
* Monitoring and ordering of office supplies
* Circulation of letters received from Client, Consultant and Subcontractors for further action to the concerned department.
* Updating of all incoming and outgoing register logs for all letters received or sent to clients/consultant/subcontractors.
* In-charge for 4projects system and make sure that all correspondences, drawings and technical submittals are uploaded in the system.
* Coordination and sending request to IT department for access request pertaining to project’s file.
* Assist Document Controllers for letter referencing and centralized filing system.
* Sending handover documents to construction managers for new project execution.
* Monitoring and updating the register log for Work Inspection Request (WIR), Material Inspection Request, Technical Submittals, etc.

**Curriculum Vitae**

* Follow-up with consultant for any pending WIR’s, MIR’s, etc. to make sure that all are commented/responded.
* Preparing and checking the contract documents received from consultant/client and make sure that all contracts has company stamp and in order prior to submission.
* Assist project managers, construction managers, project engineers, quantity surveyors, QA managers as needed.
* Preparing the transmittal for Purchase Orders and Overtime received from client and consultant

Company Profile: U.A.E based Developer company building and selling luxury villas, townhouses, commercial offices and residential units located in Jumeirah lake towers, Jumeirah Village, Sheikh Zayed Road, International City and Jumeirah Golf Estates and Dubai Golf City

Job Title: **Document Controller -** Reporting to Projects Director

Dates: November 23, 2014 – September 2017

Duties:

* Filing all incoming documents and drawings received from Consultant, Contractor, Subcontractors, Suppliers, Authorities, Master developer, etc. via hard copy and soft copy in accordance with the procedures established by engineering department.
* Assist Projects Director on consultant, contractors, sub-contractor’s inquiries and site issues, sent email and follow-up on his behalf.
* Make sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable.
* Assigned the tasks of preparing records, distributing documents and keeping files by using paper-based and electronic systems.
* Follow-up site related issues, weekly reports, monthly reports, etc as assigned by Project Directors & Projects Managers.
* Maintained the data base for supplier’s contact details (brochure/company profile)
* Preparing NOC report as needed and sending monthly progress report to managers and directors.
* Send correspondence to consultant, interior designer, contractor and sub-contractors for clarifications and inquiries.
* Updating the cost control sheet for all payments made for contractor, consultant, and subcontractor/suppliers for Indigo Zen and Orange Lake projects.
* Maintaining the 47 nos. of engineering file folders for Orange Lake and Indigo Zen projects
* Filing all LPO’s, contract agreements, letters, Request for Payments, etc.
* Checking the tender documents received from consultant against transmittal sheet to make sure that all are in order/complete.
* Receiving tender documents from contractors. Making comparison sheet for all the tender proposal offers received from contractors.
* Checking all Interior Design drawing register list received versus the actual copies received. If there are missing drawings, send request to designer.
* Scanning all incoming documents received for electronic filing (Indigo Zen, Orange Lake, MRT Holdings, Zen Holdings).
* Sending tender invitation to contractors for the mock-up villa construction:
* Follow-up Contractor for priced BOQ and after receiving forward this to consultant for review and analysis.
* Coordinate and follow-up with the contractor and consultants at site for any pending works.
* Facilitate in ordering the materials needed at site and keeping record of all approved samples.

**Curriculum Vitae**

**QS / Procurement**

* Sending quotation request to subcontractors/suppliers as per our required requirements and make sure that the drawings, specifications, BOQ ‘s we provided are in order or correct.
* Attending meetings with subcontractors, consultant, contractor & MEP engineers to discuss the specifications, BOQ, inquiries and other documents as needed.
* Make comparison sheet for all quotations received (specification and price) from subcontractors and suppliers.
* Reviewing/checking the quotation received from subcontractor/supplier that it matches with BOQ and specification we provided.
* Search online for prospect supplier/subcontractor for procurement purposes.
* Request for samples, company pre-qualification documents from subcon/suppliers.

Job Title: **Administrator** (Administration Department)

November 17, 2013 – November 22, 2014

Duties:

* Assist clients in filing up forms like Title Deed, Handover Guidelines of Unit, Fit-Out Guidelines, Sales & Purchase Agreement contracts and ensure that all documents are in order for submission.
* Process title deed registration for unit owners.
* Preparing the Sales & Purchase Agreements to newly owned properties
* Responsible in renting out car parking for Indigo Icon and Indigo Tower buildings.
* Responsible for selling car parking for Indigo Icon and Indigo Tower buildings.
* Preparing parking agreements for rental and selling; collect cheque payments and issue access card.
* Sending reminder to the tenants for their rental lease agreement contract period.
* Preparing Certificate of Ownership to unit owners as per their request.
* Responsible for checking documents received for office fit-out submission both for Indigo Icon and Indigo Tower unit owners and tenants.
* Updating clients contact details like emails, address and telephone numbers.
* Facilitate in transferring units with title deed and without title deed.
* Follow-up client for their installment payment due.
* Sending letter to clients for their installment payment schedule and dues.
* Handover unit to clients as per the handover guidelines and checklist.
* Coordinate with the owners association for clearance letter request from the unit owners.
* Assist unit owners and tenants for any issues or inquiries.

Job Title: **Company Secretary/Customer Service/Receptionist**

January 8, 2008 – November 16, 2013

Duties:

* Provides general administrative duties including appointments, meetings, maintenance issues, office supplies, correspondences and letters, incoming & outgoing shipments, employee’s attendance and monthly report, sorting and distributing letters/documents, receipts, emails, faxes communication and data entry.
* Assist clients in filing up forms, Sales & Purchase Agreement contracts, Title Deed, Handover Guidelines of Unit, Fit-Out Guidelines, and ensure that all documents are in order for submission.
* Handles all incoming calls clearly and effectively by offering valuable services, give information to callers, take messages or transfer calls to appropriate individuals.
* Reviews and check the Fit-Out drawings and documents prior to submission.
* Front-line handling of customer queries & complains.
* Answers sales related inquiries like availability of units for sale, rent out units and project updates

**Curriculum Vitae**



Company Profile: An offshore trading company registered in JAFZA dealing with water related products and construction additives (Dubai, UAE)

Job Title: **Personal Assistant/Secretary**

June 20, 2006 to January 7, 2008

Duties:

* Provides general administrative support such as meetings, appointments, quotations, petty cash, payment voucher, coordination for the delivery of products, hotel bookings, correspondence and to Handled all incoming & outgoing calls,
* Answers customer’s inquiries on company products, source new suppliers for potential customer



**Maitland-Smith Cebu, Inc., -Philippines**

Company Profile: A multi-national manufacturing company exporting top quality furniture and accessory products all over the world. (Main office-North Carolina-U.S.A) with 3,200 employees

Job Title: **Sample Audit Coordinator /Secretary –** New Product Design & Engineering Div.September 1, 2000 to February 10, 2006

Job Title: **Data Controller/ Secretary-**New Product Design & Engineering Div.

April 15, 1999 to August 30, 2000

Job Title: **Div. Secretary/Ex. Secretary** (Reporting to Design Director)–Research and Dev. DivisionJune 17, 1997 to April 14, 1999

Job Title: **Compensation & Records Clerk / Recruitment Staff –**Human Resources Division

June 8, 1996 to June 16, 1997

**SKILLS & KNOWLEDGE**



* Knowledgeable in Microsoft Word, Excel, Internet Explorer & Microsoft Outlook express

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| --- | --- |
|  Ability to work under pressure, has initiative and problem solving skills | P 3 |

* Ability to maintain a high level of accuracy in preparing and entering information
* Excellent communication skills, multitasking, time management, dedicated and hardworking

