

**Jun**

Dubai – U.A.E.

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**Career Objective:**

To manage a position that utilizes my skills, experience and work ethics in a positive environment where I can enhance my knowledge, sharpen my skills and to learn new ideas/concepts that are essential for the organization and for my professional goals.

**Profile Summary:**

Document Controller with skills acquired through experience, having good interpersonal skills, dedicated to work to attain quality satisfaction, good listening and communication skills, always up for new challenges that will make best use of my skills and develop them further.

**Employment Experience:** ­

1. **Company: Fiobco Factory LLC**

**Position: Admin. Assistant / Document Controller / Receptionist**

**Duration: June 2016 – Present**

Duties & Responsibilities:

* Handle sales inquiry received through e-mail and fax.
* Keep track of all documents, letters, quotations and drawings
* Coordinate with Estimation and Design Department in preparing quotation.
* Prepare quotation as per inquiry.
* Coordinate with Site and Installation Department for site visit and work follow-up.
* Coordinate drivers for delivery and for documents submission.
* Handle, direct and take telephone messages.
* Safe keeping of company files and documents.
* Requisition of office supplies.
1. **Company: Al Amar Engineering & Contracting Co. LLC**

**Position: Site Secretary / Document Controller**

**Duration: March 2014 – March 2016**

Duties & Responsibilities:

* Keeping & filing of project related documents (Soft & hard copy).
* Keep track of all documents, letters and drawings.
* Prepare documents as per the Consultant’s requirement/instructions.
* Coordination between the Consultants, Contractor & Sub-Contractors.
* Act as site receptionist for the project.
* Handle telephone calls, direct and take messages.
* Assist in the preparing of monthly report and payments.
1. **Company: Dynamic Engineering Consultant, Dubai**

**Position: Secretary / Receptionist**

**Duration: February 2012 – February 2014**

Duties & Responsibilities:

* Handle secretarial & administrative position.
* File all project documents (Soft & hard copy).
* Handle telephone calls, direct calls and take messages.
* Keep track of all documents, records, drawings and correspondences.
* Prepare proposals & quotations for MEP services for potential clients.
* Handle company e-mails, correspondence, queries and transmittal.
* Coordinate with Engineers of new Architecture drawings received.
* Process of visa application and cancellation of employees.

**Educational Qualification:**

**Bachelor of Science in Business Management**

**Ateneo de Davao University**

**Davao City, Philippines**

March, 2011

**Personal Information:**

Civil Status: Single

Date of Birth: 26 February 1988

Nationality: Filipino