Dear Sir / Madam,

I would like to express my interest of working in your company. I have a great knowledge and skills in Administrative and documentation works that will make me a competitive candidate to become a part of your business group.

I am currently working as an Executive Secretary to Power and Transmission Division acting as the Team Administrator of all Secretaries and Document Controllers to all projects at different part of UAE. I usually do the daily review, drafting of letters and emails, reports and minutes of meetings of the Division Managers and reply as required. Generally assists the document controllers in distributing department and project correspondences, drawings, etc. via ERP system to all concerned making sure that the originals will be delivered at right department of Client and or Subcontractors.

Responsible in preparation of Project Execution Plan once new project was awarded and organize and create project organizational chart according to Client standard. Responsible in getting all the licenses of different groups needed in the project. Coordinate with all projects Quantity surveyor and Accounts Dept for all related issues in monthly invoicing in preparation of Projects Monthly Invoicing Status Report for the Chairman. Coordinate with Planning, Procurement and Cost Control Department in preparation of Monthly Project Status Report to the Head of Operations. Liaise with HR for all manpower needed by the projects as required.

I have attached herewith my detailed work experiences on CV as my professional achievements. Very much confident that I could be of great help in achieving companies objectives and success. I am a professional well-spoken, confident, energetic, work under pressure with complete high level of workloads on strict deadlines, a type of person where you can rely as a teamwork player.

If you have additional information needed, I am very much willing for a personal meeting, and can be contacted thru my mobile number 050 9843253 or email address: [tessbanaag@yahoo.com](https://us-mg4.mail.yahoo.com/compose?to=tessbanaag@yahoo.com)

Thank you and looking forward in hearing your feedback very soon.

Sincerely,

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| --- | --- |
| **GOALS & OBJECTIVES** | To secure a new career opportunity and challenges in a well-established business organizations where I could effectively utilize my expertise in managing departmental administration, documentation, organization and coordination. |
| **SUMMARY OF QUALIFICATIONS** | More than seven (7) years Gulf experience in providing different roles of works in Document Control Management, excellent in administrative functions in providing support in Contract Management, Cost Control & Procurement.  |
| * **Document Controller**
 | * Maintain the files and electronic records of Commercial Team as per Company Policy (safety, confidentiality, retention etc)
* Knowledge in using ACONEX System and ERP System as data base of correspondences method
* Responsible in coordinating with all projects sites in order to assure that all documentation are send out in time and distributed to all concerned.
* Edit documents that have typographical errors and other types of errors that may lead to the disqualification of a document.
* Prepare all documents on time and communicate with employees in order to make submissions early, checked with the standard quality as documents with poor quality may lead to further an operational problem
* Maintain and update a classified coded filing system for the Department include files such as business correspondence, reports, circulars, local and foreign addresses, business journals, periodicals and opening documents.
 |
| * **Administrative Support**
 | * Assist Contracts / Procurement Engineers in consolidation of the Contract Document, adequate formatting, copying to CDs, etc. Distribute Tender documents to the Bidders and keep records. Prepare RFP files, Bid Package for Subcontractors. In charge in requesting Trade License and Power of Attorney of clients, and other related clerical tasks.
* Assist Cost Engineers in managing cost control work on site. Track records of Commitment Authorization and Bid Packages for the projects such as Dewatering, MEP Subcontracts, Interior Fit Out works, Cathodic Protection, Concrete & Steel works, etc.
* Assists Department Managers in compiling and sorting documents and correspondences needed in preparing claims to the Subcontractors and their Final Settlement.
* Coordinate departmental meetings, handle the agenda, contact the attendees and arranges the video-conferencing, conference rooms
* Create and organize Projects Organizational Chart as per Client key standard.
* Coordinate with administration for all administrative matters related to the team, especially Flight Bookings to / from, arranges cancellations / re-bookings and follow-up of the same
* Follow-up and coordinate with Manager’s Secretary for pending matters and also coordinate with other departments such as HR for personnel related matters, for Training and other departments for other related matters
* Receive mail, record, distribute to concerned engineer and keep record for Actions follow-up for the Team Leader. Prepare outgoing mail for dispatch and maintain a daily master file of incoming and outgoing correspondences
* Type as required, a variety of material such as memoranda, reports, action forms, and minutes of meeting, obtain appropriate signatures and dispatch accordingly. Drafting of letters, memos, information notes usually self-correspondence and correspondence by e-mail, as required.
* Extensive experience in use of personal computers and specific software e.g. MS Office Outlook, Word, Windows, Excel, Power Point.
 |
| **WORK EXPERIENCES** |
| **1** | **Executive Secretary:** Reporting to Head of Power Division**Abu Dhabi**From: July 2014 to Present**Profile:****Lindenberg-Emirates LLC employs manpower expertise in all aspects of contracting including civil engineering, pipeline construction, turn-key industrial plants, mechanical and electrical installations, and services to the electromechanical industry including testing, maintenance and operational work which is fully supported by computer aided design (CAD) facilities, computerized project monitoring, accounting, and cost control systems.** |
|  | **Responsibilities:*** Support Head of the Division on daily works, assists in replying emails, draft letters for the Client, handle / provide reports to Chairman regarding status of all projects, submit documents to Client / Consultant / Subcontractors with Transmittal as tracking reference.
* Manage department meetings and agendas; coordinate to different departments related to all projects, create different project organizational chart as per Client standard.
* Maintain the files and electronic records of Commercial Team as per Company Policy (safety, confidentiality, retention etc.)
* Knowledge in using ACONEX System and ERP System as data base of correspondences method
* Coordinate with administration for all administrative matters related to the team
* Responsible in the approvals of all material requests from sites and forwarding to procurement for further action, etc.
* Responsible in keeping all related documents for the department in soft (pdf file in the system) and hard copy file as needed
 |
| **2** | **Project Controls/Cost Control / Contracts / Procurement Administrator:** Reporting to Head of Project Controls **Dhabi** From: 2009 July to June 2014**Profile:** **Oger Abu Dhabi a subsidiary of Saudi Oger, established in 2003 to meet the rapidly increasing construction, operations and facilities management market within UAE and recognized as one of the UAE’s leading construction companies in Engineering, Procurement and Contracts.****Responsibilities:** |
|  | * Assists Department Managers in managing Cost Control Team. Providing support to all Engineers in the preparation of cost report, payments certificate for Subcontractors, finalization of project budget. Responsible in the review of the computation of expense report submitted by site team.
* In charge in arranging and compiling of Contract documents for submission to Subcontractors.
* Review, edit and draft letters to Subcontractors as required.
* Assists Procurement Engineers in tracking and expediting materials from Subcontractors as required from the project site
 |
| **3** | **Secretary / Doc Control:** Reporting to Project Manager **Bin Aweidha & Bureau Engineering Services (BA&BES) Contracting L.L.C.** **Dubai Healthcare City, Dubai, UAE**From: 2008 May – 2009 June**Profile: Civil Engineers Contractors** |
| **EDUCATIONAL ATTAINMENT** | **Diploma in Bachelor of Science in Electrical Engineering**Nueva Ecija University of Science & TechnologyPhilippines1986-1991 (Graduate)  |
| **PERSONAL DATA** | Citizenship : FilipinoMarital Status : Married |



**Gulfjobseeker.com CV No:** **1464660**