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| |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **Mark**   |  | | --- | | Email Add: [mark.268466@2freemail.com](mailto:mark.268466@2freemail.com)  Visa Type: Work Visa  Qatari Driver License | | | IMG_9221 | |  | **Experience** | | | |  | **KEO International Consultants**  Doha, Qatar | **Document COntroller/secretary**  ***Project:*** QP District Project (formerly known as Barwa Financial District)  ***Key Responsibilities***   * Provides administrative assistance and performs clerical duties. * Focus on support of high-level Managers, particularly Sr. Zone Manager and MEP Managers. * Organize scheduled progress meetings and ensure information dissemination for review and action on distribution list via Aconex. * He is responsible for As- Built Submittals, Method Statement, and MEP RISCs using ACONEX. * Encoding and renaming of RISC. * Prepares and uploads the Daily Construction Report thru Aconex. * Maintains a tracking facility to enable documents to be updated easily. * Scans all relevant new documents for project records. * Responsible for checking that all dispatch documents are accurate. * In charge of filing of documents and drawings. * Maintains hard copy of all information * Responsible for issuing and distributing controlled copies of information. | | |  | *April 2015 – Sept 2017* | |  |  |  |  |  |  | | --- | --- | --- | |  | **Contrade Trading & Contracting**  Doha, Qatar | **document controller / Administrative Secretary**  ***Key Responsibilities***   * Providing administrative assistance to the Senior Document Specialist in implementing procedures, regulations and emergent initiatives as defined by the Contracts Department which includes receiving, sending, classifying, scanning, recording, registering, storing, and accessing internal and external correspondence and data. * Providing administrative assistance to the Senior Document Specialist in his reporting obligations and other functions. * Recording and archiving all hardcopy and softcopy documents, transactions, process, classification, registration, archiving and distribution. * Maintaining an appropriate electronic database as backup to a traditional hardcopy archive systems for easy storage and access to all internal and external correspondence and data. * Providing Contract and other information to pre and post contract sections which may include general formalities such as holiday forms etc. * Providing data entry and word processing services as and when required. * Assisting managers in producing various reports, tables and presentation material. * Scans letters and documents etc., and files electronically in the Computer Reference Number sequence. * Copies/scans and distributes the required documents, assisting as required. * Maintains the documents and drawings in the Document Control section under safe custody without any damage or deterioration with easy traceability. * Maintains the files and control logs as required by the section. * Produce quality manuals / Company Profile and documents to different client. * Filing of Incoming and Outgoing Files in an appropriate Project File. * Prepares Request for Quotations including Placing Purchase Orders. * Prepares outgoing correspondence by the Director and Test Reports (e.g. Fiber Optics test report). * Updating vehicles files owned by the Company, e.g. renewal of registrations & inspections and insurances + checking all of Cars Violation. * Logistics – Clearing of our Shipments via Air Freight or Sea Freight. * Ticket booking and purchasing and ensures all duly staff whose due for Vacations will be properly keep track. * Prepare and check agendas for scheduled meetings. * Attending incoming calls.   **Secretary**  ***Key Responsibilities***   * Responsible for cascading down flow of information and work instructions coming from the managers to other team members. * Organized and coordinated appointments, meetings, schedules, travels, * Worked out the logistics required for the implementation of each event (e.g. hotel venues, meals, participants, materials, certificates, etc). * Acted as front liner – attended to customer complaints, requests and inquiries, i.e. stock-outs, product defect, availing of discounts, price, and requests of donations from charitable institutions, politicians, civic and religious organizations. * Prepared correspondences, reports, presentation materials * In-charge of travel arrangements of the department utilizing the company’s accredited travel agencies.. * Controlled the inflow and outflow of documents to/from the Manager. * Maintained files of the Manager and the central file of the department * Screened phone calls and received visitors of the Manager.   **Administrative Assistant**  ***Key Responsibilities***   * Reports to Security Deputy Manager, Technical Service Department and * Provide administrative support to ensure that operations are maintained in an effective and accurate manner. * Prepared weekly and monthly reports for relevant details on a day to day activities traffic violation. * Typed and sent correspondence and maintained confidential records and files. * Prepared Power Points presentation for scheduled meeting and others company function. * Organized and coordinate repairs of office fixture, * Handled inventory of office supplies. * Responsible for scheduling of meeting, appointments, business engagements and events.   **Administrative Assistant**  ***Key Responsibilities***   * Provide administrative support to ensure that operations are maintained in an effective and accurate manner. * Prepared weekly and monthly reports, * Attended to incoming phone-calls and respond to inquiries, * Organize and coordinate repairs of office fixture * Handled inventory of office supplies. | |  | *2012 –2015* | |  | **Carawan Waterproofing & Project**  Doha, Qatar  *2011 –2012*    **Saudi Oger Company**  Doha, Qatar  *2009 –2010*  **NESTLE PHILIPPINES**  Dumaguete City - Philippines *2008 –2009* | |  |  |  |  |  |  |  | | --- | --- | --- | |  | **Education** | | |  | **Diploma of Technology , 2008**  **Negros Oriental State University,  Dumaguete City Neg. Or.**  **Philippines** | |  | |  | |  | **SKILLS & Competencies**   * IT and Clerical Skills. * Teamwork. * Planning and Organizing. * Results and Change Orientation. * The Staff shall carry out all and any other tasks, services, instructions, functions, etc., related to his profession and as directed by the Engineer or his representative. * The Staff shall travel to sites and/or any location as may be necessary in the carrying out of their duties and services or as may be directed by the Engineer. * All services and duties will be undertaken in conformity with standard systems and procedures of the organizational structures of the Authority, Contracts Department and all necessary administrative and technical Departments and organizations. * ACONEX Online Document Management System, * PMWEB * EDMS ( Microsoft Access) * MS Excel, MS Word and PowerPoint, Acrobat Professional, AutoCAD and Autodesk systems. * Strong Work Ethic. * Time Management. * Critical Thinking |  | |  | **PERSONAL DATA**  Age: 37  Birthday: September 21, 1979  Country: Philippines | | |
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