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***Mark Anthony***

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**SUMMARY OF QUALIFICATION:**

***Solid experience (7 years) as Project Management Coordinator and Document Controller on Site and Head Office based within United Arab Emirates. Had proven ability in establishing and maintaining effective coordination, recording, filing and archiving for both hard and soft copies of documents and drawings in accordance with company’s policies and procedures. Familiar with the workflow and procedures of international consulting companies with extensive knowledge in using various Electronic Database Management Systems (EDMS) such as Aconex, SharePoint and Expert in using MS Excel.***

**DOCUMENT CONTROLLER**

**Al Bayaty Architects**

**January 2015- March 31, 2017**

* Preparing, maintaining and updating the document register for incoming and outgoing projects documents
* Preparing Transmittals/Letters/Etc. for project related documents and drawings
* Maintain and update all necessary records, file and database to comply with the ISO regulations.
* Generate various document control reports as required
* Corresponds between Clients, Consultants, Contractors, and Sub-Contractors.
* Responsible to ensure that all projects related documents are well organized, checked and submitted on time prior to the documents submission due date.
* Preparing, updating & maintaining the master filing system for easy retrieval.
* Supervising the establishment and maintenance of project central filing system.
* Coordinating with all departments (Civil, Structural, Mechanical, Electrical, Etc.), site offices, contractors and consultants for proper execution.
* Maintaining QA/QC Register for documents such as PQ, MS, SD, RFI, IR, TS, MS and Reports,
* Maintains Government (Dubai) Records of Submissions, Approvals and NOCs.
* Responsible for monitoring and follow up of pending submittals to the Consultants.
* Controlling all drawings and distribute to concerned departments.
* Handling all technical documents and kept in record as per revision.
* Preparing Management Report.
* Co-ordinate with Client, comply with efficiency and full support on the project.
* Co-ordinate with Project Control Manager and Engineers.
* Maintain document control registers / documents for incoming and outgoing project documents.
* Ensure that the latest revision and approval status of drawings is kept updated continuously
* Keeping records for the superseded documents and drawings.
* Ensure all hard and electronic copy distribution of controlled documents to focal point.
* Maintain the files and control logs as required by the project
* Expedite responses to transmittals sent for review/comment.
* Respond to queries regarding revision status of issued drawings / documents from engineering / drafting personnel.
* Comply Safety protocols, procedures and standards.

**PROJECT MANAGEMENT COORDINATOR**

**Rowyah Marketing LLC (Direct service-provider of Citibank NA)**

February 2009- Dec. 2014

Providing support to the project to make sure the continuity of work especially in critical areas:

* Tracked and followed up on Citigroup-EMEA customers request and effectively liaising with local card/ plastic and embossing vendors/supplier and in house service
* Allocating and utilizing the resources/ inventory in different EMEA Regions in order to complete the project on a given time.
* Periodic evaluation of the project operations, stock counts and maintenance of risk registration to ensure risks are under control and are in line with the Citi-business expectations.
* Preparing production and progress reports and presentation for the Project Manager- EMEA
* Escalate issues, delays or security risk to the Manager
* Documenting and coordinating stage of completion meeting or road map between the client and the project manager.
* Attending meetings, in person or conference calls, with the client to address their concerns over changes and/or issues with the project.
* Responsible for developing the yearly departmental budget and assist the project manager in developing KPIs (KPI allocated by the Citi-global Business Dept.).
* Become familiarized with the technical standards, design, security feature and infrastructure technologies and requirements to adopt the new credit card trends
* Developed and maintaining the documentations required to keep the track of supply and inventory chain.
* Keep the Project Manager (PM) and others management concerns informed about project/business status and issues that may impact (pricing, availability of the plastics, embossing and etc)
* Maintain the good Citigroup and client relationship.

**ACCOUNTS AND ADMINISTRATIVE ASSISTANT**

**Invest Northern Ireland FZ LLC**

**Dubai Internet City, Dubai, UAE**

January, 2006- December 2008

**Accounts:**

* Process and check all invoices for appropriate documentation and approval prior to payment
* Preparing of Journal Vouchers
* Prepare and provide monthly accrual spread sheet to the Accountant
* Prepare Budget sheet for SGA Expenses (Monthly, Quarterly and Yearly)
* Process and maintain log of employee expenses in line with the company internal control procedures
* Process and reconcile vendor accounts and queries
* Coordinate with outsourced teams in getting tasks completed on time.
* Preparation of multiple payroll sheet and end of service benefits for the outsourced staff
* Maintain files and documentation thoroughly and accurately, in accordance document filing and preservation policy
* Assist in month end closing
* Other accounting support task as may assigned.

**Administration:**

* Manage the company travel, hotel, visa and meeting arrangement and requirement
* Act as the company PRO for Trade License and visa application, amendment, renewal and cancellation, local sponsorship, office lease renewal, insurances, membership and others
* Maintain Office record files are up to date
* Monitor and manage all company supplies, office equipment and inventory, cleaning and other office supplies
* Handle the local IT Support of the company; trouble shooting, cabling, LAN and Network and others

*Accomplishment:*

Systematic tracking and monitoring of Aging Report for Accounts Payable Ledgers for each Suppliers/ Vendors and Accounts Receivable Ledgers for our clientele companies

**EDUCATION:**

**BACHELOR OF BUSINESS ADMINISTRATION (Attested Certificate)**

**COLEGIO DE SAN JUAN DE LETRAN**

**Intramuros, Manila, Philippines**

Jun 1994 - Mar 1998

**COMPUTER TECHNOLOGY**

**TECHNOLOGICAL INSTITUTE OF THE PHILIPPINES**

**P. Casal Street, Manila, Philippines**

Jun. 1992- Mar. 1994

**IT/ OTHER SKILLS**

**Advanced Microsoft Office (Excel Sheet, Spreadsheet, Word, and Access)**

Operating System, Networking and LAN

In House Databases, EDMS and MIS

**UAE Driving license**