

Jerry Fernandez Martin

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SKILLS & QUALIFICATIONS:

- Work experience in UAE 6 yrs. & KSA 9 yrs.
- Knowledge in HRMS (Sapience) & BAAN ERP system
- Proficiency in Windows based programs (MS office, Excel, Power point), Internet.
- Fluent in English oral & written.
- Able to speak and understand Arabic.
- High level of initiative, determination and dare to accept challenges to obtain highest level of performance.
- Pro-active, result oriented and a good team player.
- Learn and applies continuous improvement principles in daily work activities as demonstrated by individual goal setting and measurement. Takes responsibility for improving skills and knowledge through seeking increased responsibilities and accepting feedback and coaching.

EDUCATION:

PRIMARY	San Pedro Palcarangan Elem. School Philippines (1980-1985)
SECONDARY	San Pablo 2 nd Barangay High school Philippines (1986-1989)
COLLEGE	AMA Computer University Quezon city Philippines (1996)
COURSE	Bachelor of Science in Computer Engineering

WORK EXPERIENCES

❖ UNITED ARAB EMIRATES

- 📌 **SALINI IPREGILO S.p.A DUBAI BRANCH** - P.O. Box 213676 - Dubai - United Arab Emirates
From December 07, 2017 up to Nov.30, 2020

Project:

- *Meydan One Mall, Dubai*
- *Main Contractor – Salini Impregilo*
- *Consultant – Turner Construction.*

Project Description:

- The unique project will be part of the UAE and Dubai's showcase to visitors in preparation for Expo 2020. The Mall is part of a massive urban development project located between Meydan and Al Khail Road, close to the heart of the city. It is set to become Dubai's number one attraction when the first phase opens in 2020.
- According to the agreement, Salini Impregilo will prepare the area for development by overseeing the excavations and building of the sub- and super-structures for the complex, including the foundations for a ski slope and the concrete support for the steel structure above the Mall.
- The Mall is the first of several phases to this urban development project, which will include a water canal, a tourist port, walking and biking tracks and one of the tallest residential buildings in the world.

Designation: HR OFFICER / TRAVEL COORDINATOR

Key Responsibilities:

- Manage the end to end employee onboarding process.
- Initiate safety inductions of newly joined employee.
- Support Payroll activities and administration task.
- Support PR for Visa processing activities.
- Records employee data in SAPIENCE Human Resource Management System (HRMS).
- Assigned as travel coordinator for employee's air ticket and hotel bookings.
- Processing final settlement of terminated employee as per the UAE Labor law.
- Update and maintain HR files & Database.
- Focal point of contact for external hire and manpower supply.
- Daily manpower allocation and reports.
- Ensure to check and verify external hire time sheets & invoice prior to issuance of payment.
- Prepare HR correspondence and certificates.

- Responsible for issuance of employee's RFID cards & records them in attendance BIOSTAR database.
- Keeping confidentiality of all documents.

🇦🇪 **CITY FORT CONTRACTING LLC** - Business Bay Al Manara Tower, Dubai, United Arab Emirates
from November 08, 2015 up to November 08, 2017

Project:

- *Muhammad Bin Rashid Al Maktoum City, Dubai*
- *Residential Development on Mirdif.*

Project Description:

➤ **Carry out Infrastructure works which involve the following work services:**

- Storm Water Works
- Sewerage Works
- Irrigation Works
- Fire Fighting, Fire Hydrant & Fire Alarm system
- Telecommunication (Etisalat Network system)
- House Connections
- Potable Water
- Road Works
- Street Lighting Works
- Electrical Works
- Excavation and Backfilling

Designation: **HR OFFICER/PAYROLL OFFICER**

Key Responsibilities:

- Preparing Personnel file upon Joining.
- Prepare the monthly attendance report for payroll.
- Prepare HR correspondence and certificates.
- Support PR for Visa processing activities.
- Handling labour accommodation, disciplinary action, salary issues, loan approval and updating.
- Process payroll of employees.
- Supervise & ensure all employees are enrolled into their respective Sponsorship & paid as per the WPS.
- Applying Medical insurance cards on the same day of Emirates ID Forms are received.
- Produce reports as required by management from time to time.
- Preparing attendance, leave management and approvals, Annual leave ticket requisition.
- Monitoring and Updating of Personnel Employee's file (Visa, Emirates Id, Labor Card, Passport) Expiration via Ministry of Labor Website.
- Updating & preparing daily reports, manpower list, timesheet, invoices & equipment tracking log.

❖ **KINGDOM OF SAUDI ARABIA**

🇦🇪 **NESMA & PARTNERS CONT. CO. LTD.** - P.O. Box 217, Al-Khobar 31952, Saudi Arabia.
from June 28, 2011 to August,2014.

Project:

- *Jeddah Stormwater Drainage Program (JSDP) - Jeddah K.S.A.*
- *Engineering and Consultant - AECOM ARABIA*
- *KAUST Storm Water Drainage & Improvement System (KSWI) - Thuwal K.S.A*
- *Engineering and Consultant – SAUDI ARAMCO ARABIA*

Project Description:


Construction of concrete faced Rock fill Main Dam and Saddle Dam, Concrete Spillway & Concrete Drainage Channel. Construction of floodwater drainage and cleaning of existing Drainage system, renovation of Emergency Dam & Sewage Lake Dam. Construction of Storm water drainage, infiltration trench, pipeline works & concrete channel works.

Designation: **DOCUMENT CONTROLLER / HR ASSISTANT**

Key Responsibilities:

- Develops, established & implements controlled & effective information system within the company, as well as workable communication system with other entities in the project/company.
- Distribute documentation to the project team in a timely and accurate manner.
- Provide Technical support and assistance for the electronic document management system.
- Implement company document control processes, procedures and specifications to ensure accurate records of all projects official documentation generated by the company or its subcontractors.
- Arrange the material technical submittals & drawing submittals for client submission.

- Produce reports as required by management from time to time. Ensure all projects documents, drawings & Correspondence, RFI's & Material Submittals are available in hard copy and electronic copy (pdf).
- Establish and maintain various filing records, Submittals, contracts & personnel files.
- Control issuance of documents reference numbers including maintaining of proper document registers for projects.
- Prepare purchase orders and send copies to suppliers and to departments originating requests.
- Determine if inventory quantities are sufficient for needs, ordering more materials when necessary.
- Review requisition orders in order to verify accuracy, terminology, and specifications.
- Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
- Encoding of delivery note received from the supplier in material tracking report.
- Control input by balancing and editing of all materials delivery notes received from the supplier.
- Preparation of issuance for Site Store Receipt Voucher using BAAN system.
- Encoding of Site Store Receipt Voucher in Material SSRV log.
- Maintain files of all Purchase Requisition, Purchase Order and SSRV.
- Updating Material Tracking log, Invoice tracking and Site Store Receipt Voucher log.

 **CONSOLIDATED CONTRACTORS CO. W.L.L** - Al Jubail Kingdom of Saudi Arabia
from November 2005 to December 2010.

Project:

- *Khursaniyah Gas plant project*
- *Saudi Aramco – Client*
- *Bechtel Technip Joint Venture (BTJV) – Consultant*

Project Description:

Khursaniyah Gas Plant involves building two trains for gas conditioning and ethane and natural gas liquids (NGL) recovery with a total capacity of 1,000 million cubic feet a day. CCC's scope of work includes piping fabrication and erection, equipment erection, civil works, steel structure erection, electrical and instrumentation, painting, insulation and twenty-four buildings. The buildings are on an EPC basis.

Designation: HR ASSISTANT

Key Responsibilities:

- Registration, Labeling, distribution and archiving of documents, manual and electronic data.
- Handling, monitoring and scheduling transportations of site workers from time to time as per shift schedule.
- Prepare HR correspondence and certificates.
- Preparing and typing out the required forms of permits, material request, and vehicle registration.
- Establish and maintain various filing records, contracts, trace pending items, personal employee files and follow up as appropriate.

PERSONAL DATA:

Married	
Birthday	November 28, 1973, Philippines
Religion	Born Again Christian
Passport #	P0196235B
Passport Exp.	Jan. 10, 2029
With Saudi drivers license	

DECLARATION:

I assure you Sir/Madam, the above information are true to the best of my knowledge & I would assure I am hard working & honest work so give me a chance to prove my ability.

Thanks & More Power!

Mr. Jerry F. Martin