



LOURDES ROA SALVANE

Flat No. 1102 Building No. 38, Al Falah Street
Abu Dhabi, United Arab Emirates
Mobile no.0503535241
Email Address: lourdes021175@yahoo.com
Visa Status: Tourist Visa

ADMIN ASSISTANT/PROJECT SUPPORT

CAREER OBJECTIVE

To utilize my knowledge, experience, and abilities as administrative support to the successful completion of a project (i.e., construction and procurement) and all endeavor assigned to me.

QUALIFICATIONS

- 10 years' experience in the fields of Admin Assistant and procurement support, and office administration.
- Assist with organizing departmental functions.
- Highly organized and dedicated with a positive attitude as well as very willing to learn in any aspect.
- Independent, hardworking, efficient thrive on working in challenging environment.
- Ability to communicate effectively both in oral & written as well as great team player.
- Windows Applications (MS-Word, MS-Excel, Outlook and Power point presentation)

RELEVANT EXPERIENCE:

Position : **Admin Assistant**
Company Name : **Arad Contracting LLC**
Inclusive Dates : **September 01, 2012 – July 26, 2021**
Address : **Barsha Heights – Dubai, United Arab Emirates**

Duties and Responsibilities

- Assist Project in compiling and preparing for Pre-qualification documents to submit to prospect clients.
- Facilitate the executive's calendar to arrange appointments, meetings, and conferences.
- Set up and maintained office files and kept correspondence and reports available for reference and efficient operation of the office.
- Input document data into the project registry ensuring that information is accurate and up to date.
- Generate various document reports as required.
- Make sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractor and suppliers as per knowledge of superiors.
- Maintain updated records of all approved documents and drawings and their distribution.
- Maintain the filing of documents and drawings without any damage and easy access of the same.
- Maintain the files and control logs as required by the project.
- Facilitate product and services enquiries and verifies to prepare the issuance of purchase order.

List of Project Assisted:

Project Name	Duration	Main Contractor
Expo2020 – Mobility Pavilion	Jul 2018 ~ Jul 2019	Al Futtaim Engineering LLC
Thematic District – Expo2020	May 2017~ Apr 2019	Al Futtaim Carillion LLC
AMMROC (Al – Ain District Cooling Network)	Jul 2015 ~ Aug 2016	AMMROC – SEMCO

Ritz Carlton – Abu Dhabi – Grand Canal (Main, Cold & Hot Water Lines)	Aug 2015 ~ Apr 2016	Al Futtaim Carillion LLC
ADNOC – Residential Complex (Al Ruwais)	Aug 2015 ~ Dec 2016	Drake & Scull International LLC
Masdar City	Nov 2015 ~ Jul 2017	Al Jaber Transport & Contracting LLC
Dubai Parks (Motiongate & Legoland – District Cooling Piping Network	Feb 2015 ~ Oct 2015	ADC Energy System
Presidential Palace – District Cooling Network	Sept 2015 ~ Jun 2016	Drake & Scull International LLC

Other Experience:

Position : **Admin Assistant**
Company Name : **Aneeta Amanian Sweets & Pastries LLC**
Inclusive Dates : **July 26, 2021 – August 09, 2023**
Address : **Dubai, United Arab Emirates**

Duties and Responsibilities

- Maintain and update supplier, customer and staff files to make the records available at all times.
- Send out request for quotation of raw and consumable materials from supplier database.
- Follow up send out request for quotation by phone calls and through emails.
- Received quotation from suppliers and evaluate prices with the presence of Manager prior to issuance of LPO
- Issue check payment to suppliers as needed and update bank records for monitoring of released checks.
- Arrange appointments and bookings for equipment & vehicle maintenance and record to log in registry.
- Record, update, summarize and monitor monthly expenses in preparation for VAT filing by quarterly submission
- Generate daily income reports at the end of the day and submit to Manager.
- Maintaining the work place clean at all times.
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Position : **Civil Engineer**
Company Name : **Southern Telecommunications Company**
Inclusive Dates : **December 2009 to July 2011**
Address : **G. Tabios Street Malaybalay Bukidnon, Philippines**

Duties and Responsibilities

- Coordinate and facilitate requisition of construction materials and delivery to construction site.
- Supervise the renovation and construction of offices for newly acquired properties strategic to the demand for telephone facilities.
- Conduct ocular inspection in exchange offices and recommend for renovation.
- Facilitate on site survey for construction of outside cable facilities for prospect Clients.
- Directly reporting to Department Engineering Manager.

EDUCATION

Bachelor of Science in Civil Engineering

Cagayan de Oro College
 March 1997

PERSONAL INFORMATION

- Date of Birth : February 11, 1975
- Place of Birth : Balingasag Misamis Oriental, Philippines
- Nationality : Filipino
- Languages Spoken : Tagalog & English