



Retchel Molo

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Position: Document Controller

Professional Experience

9 years
3 years in K&A

Nationality

- Filipino

Profession

- Document Controller

Education

- **2006-2010—Xavier University – Ateneo de Cagayan**
Bachelor of Science in Computer Science Major in Information Technology
Cagayan de Oro City, Philippines
- **2001-2003—Systems Technology Institute**
Diploma in Computer and Electronics Technology
Cagayan de Oro City, Philippines.

Computer Skills

- MS Office Applications (MS Word, Excel, PowerPoint)
- Unifier
- Aconex

Languages

- Tagalog: Mother Tongue
- English: Spoken-Good
Written-Good
Reading-Good
- Malay: Spoken-Good

Key Qualifications

Nine (9) years of experience in Document management and control processes, database system development, coordination with different departments and management levels within and outside the organization. Proficient in Microsoft Office applications (Excel, Word, Outlook, Power point). A highly organized individual, having a proven track record of providing excellent service to every organization which he worked with.

Experience Record

2017—Present: Khatib and Alami (CEC), U.A.E.

Role: Document Controller

Project Name: Opera Grand
(Emaar Residential Tower @ Plot 63A)
Client:: Emaar Properties

Project Name: The Address Residences Dubai Opera
Plot 02 A2/A3 Dubai Downtown Development.
Client:: Emaar Properties

Project Name: Vandis Hotel & Serviced Apartments
Client:: Vandis Development

Project Name: DMCC Commodities Centre, JAFZA
Client:: Dubai Multi Commodities Center (DMCC)

2015—2017: Aram Construction & Building Contracting LLC
Dubai, United Arab Emirates
Role: Site Secretary / Document Controller

Responsibilities:

- Responsible for receiving, recording and circulating all incoming and outgoing faxes, emails and hand deliveries.
- Coordinate all activities related to document control procedure, including commercial correspondence, drawings and technical documents.
- Ensuring quality formats being used adequately for submittals, correspondences, transmittals to clients, subcontractors, consultants, and within divisions and departments.
- Ensuring all correspondences regarding contractual matters is forwarded to the Project Manager.
- Ensure all correspondences reach proper department.
- Maintain documentation for projects under taken by Contracting Division making in use the project numbering system for easy traceability and proper filing (soft and hardcopy).
- Maintain and updating records of drawings and approved documents (log sheets).

- Input document data into the standard registers to ensure that all information is accurate and up to date.
- Coordinate with QA/QC Engineer for maintaining quality documentation.

2012—2014: AL IBDAА REFRIGERATION DEVICES TRADING L.L.C—Sharjah, United Arab Emirates

Role: Sales Executive cum Coordinator

Responsibilities:

- Receives all communications into the company which includes e-mails, fax, phone, and postal mails.
- Communicating with clients prior to their course and recording all correspondence.
- Responsible for shipping, maintains mails or contacts lists.
- Maintaining office schedules and securing office supplies.
- Attending and presenting at trade shows.
- Ensures and monitor office monthly bills and performs invoice coding (QuickBooks).
- Arrange calls to place orders, receive quotes or set meetings and appointments.
- To respond quickly and efficiently to all incoming sales inquiries either by telephone, fax and email.
- To follow up all inquiries and assist in negotiating to make a sale.
- Handling cheques.
- Managing petty cash transactions.
- Receiving and processing all invoices, expense forms and requests for payment.
- Makes telephone calls and in-person visits and presentations to existing clients.
- Prepares monthly salary for all employees.
- Other duties and projects as requested by Management.

2011—2012: KEDAIEKONOMI—Labuan, Malaysia

Role: Admin Assistant cum Accounts Clerk

Responsibilities:

- Responsible for the daily issue of invoice and credit note using Auto Count Accounting System.
- Monitor weekly and monthly stock balance.
- Assist in preparing monthly statement of accounts.
- Attend to customers' calls and queries.
- Handles basic administrative duties.
- Prepare sales & sales related reports on weekly; monthly.
- Process purchase order from customer.
- Data entry of Accounts Payable invoices.

2004—2006: SKYPARK DUTY FREE-Tee & Chua Sdn. Bhd. Labuan, Malaysia

Role: Sales Associate / Customer Service Representative

Responsibilities:

- Meet customers' needs and assist customers' calls and request.
- Checking quantities of goods on display and in stock.
- Listening to customer requirements by presenting appropriately to make a sale.
- Recording sales.
- Maintain accurate up-to-date sales forecasts.
- Follow up sales leads.
- Attending team meeting and sharing best practice with colleagues.
- Resolve customer complaints via email, phone, fax or social media.
- Work with customer service manager in order to give proper customer service is being delivered.
- Assist with placement of orders, exchanges, or refunds.
- Attempt to persuade customer to reconsider cancellation.
- Suggest solutions when a product malfunctions.
- Inform customer of deals and promotions.
- Use telephones to reach out to customers and verify account information