

Dear Ma'am / Sir,

I'm writing to introduce myself in hopes of joining your organization, and have enclosed a copy of my resume for your review.

I believe that personal qualities matters a lot with the job. With that I would like to tell something about myself. I'm 33 years old, trustworthy, reliable, hardworking, caring and mature enough to handle responsibilities. My background, skills and talents are in all aspects of Office Administration, with a particular emphasis in Documentation and Customer Service. I have worked at Wade Adams Contracting LLC as a Secretary (Production Manager) for 4 years, Danway Electrical and Mechanical Engineering for 5 years as a Project Administration / Document Coordinator and RAS Engineering LLC for 3 years as an Office Administration / Document Controller.

I hope that you will provide me the opportunity to grow and to be of service to you.

Thank you for your time and I hope to hear from you. You can reach me via e-mail at hilariomarkjoseph19@gmail.com and by contacting my mobile no. +97155 676 2948.

Sincerely,

Mark Joseph Hilario

Mark Joseph E. Hilario

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International City Phase 2, Al Warsan 4, Dubai, UAE



EDUCATION

MICROCADD TECHNOLOGIES CO., INC. NOVEMBER 15 2007 –NOVEMBER 27 2007

AUTOCAD 2008 WITH COLOUR RENDERING LEVEL I & II

ARAYAT INSTITUTE JUNE 2001- APRIL 2005

HIGH SCHOOL

SKILLS SET

Good Communication

Self-Management

Teamwork & Interpersonal

Problem Solving

Time Management

Computer Skills (MS Office, SAP, IBM Lotus Notes)

CAREER HISTORY (12 years)

SECRETARY / DOCUMENT CONTROLLER

WADE ADAMS CONTRACTING LLC VISION TOWER BUSINESS BAY, DUBAI, UAE (APR 2016 – AUG 2020)

Assisting the Production Manager in all office work, administrative, handling PM email account, coordinating to all site project for Asphalt, Concrete Ready Mix activities and weekly Aggregate requirements, preparing Material Purchase Requisition, preparing and allocating daily delivery schedule of Concrete Ready Mix, receiving of all documents, document completion and filing, preparing weekly & monthly production report, preparing Monthly Concrete and Concrete Pumps Consumption and Charges details.

PROJECT ADMINISTRATOR / DOCUMENT COORDINATOR

DANWAY ELECTRICAL & MECHANICAL ENGINEERING LLC DIP 2 JEBEL ALI, DUBAI, UAE (SEPT 2011 – MAR 2016)

Responsible in managing overall office administration works, document completion and filing, general HR procedure, admin & personnel, transport, man-power, purchase, materials, stores, camp accommodation. SAP, maintaining system operations to ensure work is streamlined and data accuracy maintained. Coordinate with Project Managers, Headquarters' Office, Site Engineers, Site Foreman, Main Contactor, Sub-Contractor, Clients, Suppliers, and Vendors in all Site Project related matter. Receiving, distributing and updating in the system (Excel) of all incoming documents (correspondence, transmittal, and drawings).

OFFICE ADMINISTRATOR

RAS ENGINEERING LLC (ELECTRO MECHANICAL CONTRACTOR) DUBAI, UAE (AUG. 2008 – OCT. 2010)

Accountable for office administrative tasks, document completion and filing, responsible for daily directing and coordinating of activities to Supervisors, setting schedule and priorities, monitoring progress, collating job reports and raising PO for required parts for job completion. Coordinate with Engineers, Supervisors, Purchase Manager, Logistic Manager, and Site Store Keeper's to ensure all work requests are closed with accurate closing information.

PROJECT HANDLED

RUWAIS REFINERY EXPANSION
CARBON BLACK DELAYED COKER
SHORLINE APARTMENT PALM JUMEIRAH
NAKHEEL INTERNATIONAL CITY

PERSONAL INFORMATION

AGE: 33 YEARS OLD
NATIONALITY: FILIPINO
LANGUAGE: TAGALOG, ENGLISH (FLUENT WRITTEN AND SPOKEN)
UAE DRIVING LICENSE: AVAILABLE
VISA STATUS: VISIT VISA

REFERENCE UPON REQUEST