

**Sheryll I. Marcelo**

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My diversified experience has provided me the opportunity to work in demanding and high-pressure team environment, where it is essential to be able to work closely with my direct colleagues and support staff in order to meet the project team's production deadlines and the project objectives. Pragmatic, with proven managerial acumen and abilities to withstand work pressures, deliver assignments within specified time frame without compromising on quality benchmarks. Offering a distinguished and insightful exposure of extensive professional experience in the U.A.E

**AREAS OF EXPERTISE**

<b>Administrative &amp; Secretarial</b>	Executive Office Support, Front Office Operations Human Resources Management, Records Management Project Lead: Team coordination, schedules, task assignments, and project follow-up Administrative Support Travel Arrangements, Expense Reporting, Calendar Management, Event Coordination. Responsible for the collection and distribution of mail, faxes, filing and day-to-day general administration duties. Handle department needs in coordination with other functions in an organized manner
<b>Accounting</b>	Preparing and Handling the petty cash of the Company. Managing the records of the skilled workers data . Handling the monthly expenses of the Company, transportation expenses of employees. Cash Reimbursement of Senior Management
<b>Technical Tools</b>	An average proficiency in MS Application

**EMPLOYMENT HISTORY****Al Ayadi al Sarea LLC - August 05, 2018 – Present****Office administrator****Responsibilities:**

- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Supervise administrative staff and divide responsibilities to ensure performance
- Manage agendas/travel arrangements/appointments etc. for the upper management
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Support budgeting and bookkeeping procedures
- Create and update records and databases with personnel, financial and other data
- Track stocks of office supplies and place orders when necessary
- Submit timely reports and prepare presentations/proposals as assigned
- Assist colleagues whenever necessary

**Hopkins Architects | Dubai UAE | Document Controller- April 2017 to March 2018****Thematic District – EXPO2020****AdministrativeWorks**

- Maintain Records of Employee Attendance and Sub-Consultants
- Checking all the documents before it goes out of the office. Checking drawings, outgoing drawings and marking revisions
- Monitoring the Site Observation Report (SOR) & Non- Conformance report (NCR)
- Preparing Site Passes for the Sub-Consultant Staff, Visitors
- Monitoring the whole Site Welfare Facilities
- Reporting to the Assistant Project Director for the Weekly, Monthly Report
- Familiar with ACONEX Software
- Preparing Site Administration Record such as Leave Planner, Expenses, Supplies

**Dutco Styles & Wood LLC | Dubai UAE | Document Controller- July 2012-Aug 2016****AdministrativeWorks**

- Coordinate all activities, including preparation of project folder, coordinating all latest construction issue drawings and specification to all project team, submission of technical documents, drawings, and commercial correspondence
- Receives and registers Client provide document for detail engineering or construction engineering project, including in-house generated

document.

- Will undertake various functions related document control, document archiving, document imaging and maintenance of document register for Constructions Projects and/ or Detail Engineering projects.
- Input document data into the standard registers ensuring that the information is accurate and up to date
- Generate the various document control reports as require.
- Controls issuance of document numbers, including maintenance of proper document registers for detail engineering or construction engineering project
- Validating and coordinating material submittal as per the BOQ and Specification
- Prepare and update submittal registry like Drawings, Materials, RFI's, CVI's, Site instruction, Work Instruction Report, and all Technical submittals as needed by the project team for weekly meeting and reports.
- Prepare and keep file of Weekly Progress Report for each project.
- Preparing Architectural Operation and Maintenance Manual ( OMM ) of the project as needed for the final hand over of project.
- Extending assistance to the Estimating Department by handling preparations for tender submittals, suppliers/ subcontractors.
- Prepare monthly site attendance.

- Gathering information for implementing the new project
- Collecting inputs from Clients
- Listing out the documents and documenting the project details
- Notifying the involved party for tacking appropriate action on the pending documents
- Export of As Built files in the customer required format.
- Familiar with ACONEX Software

#### **Receptionist Admin | Dubai UAE | Receptionist/Admin Jan 2011 to April 2012**

- Responsible for providing secretarial, clerical and administrative support in order to ensure that municipal services are provided in an effective and efficient manner.
- Receive, direct and relay telephone messages and fax messages.
- Open and date stamp all general correspondence
- Maintain the general filing system and file all correspondence.
- Maintain an adequate inventory of office supplies
- Provide word-processing and secretarial support.
- Arranging couriers
- Keeping the reception area tidy
- Sorting and distributing post.
- Booking meetings

#### **Abu Dhabi Commercial Bank | Dubai | Dubai, UAE | Finance Advisor / April 2007 - May, 2011**

- Giving sales presentations to potential customers, explaining the benefits of our service
- Answering any queries from customers.
- Matching them t financial services they may find helpful
- Demonstrating and presenting products
- Maintaining accurate records
- Identifies business opportunities by identifying prospects and evaluating their position in the industry, researching and analyzing sales options.
- Seller products by establishing with clients and developing relationships with prospects, recommending solutions.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, benchmarking state-of-art practices, participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.
- Identifies business opportunities by identifying prospects and evaluating their position in the industry, researching and analyzing sales options.
- Identifies product improvement or new products by remaining current on industry trends, market activities, and competitors.

#### **EDUCATION**

Year

SCHOOL

COURSE

2002

Baliuag University

Bachelor of Science in Business Administration