

ROMELYN CAMMAGAY

Al Falah Street, Abu Dhabi, U.A.E. · 055-2944380/056-1291880

cammagayr24@gmail.com ·



CAREER OBJECTIVE

- To be part of a progressive company that offers a good opportunities and positive atmosphere to enhance my professional skills in the best possible ways for achieving the company's goals.
- Seeking a responsible and appropriate job with an opportunity for professional challenges.
- To obtain a position that will enable me to use my strong organizational skills, education background and ability to work well with people.

PERSONAL STRENGTH

- Hard working, motivated person, creative, flexible, positive attitude, detail oriented and fast learner.
- Document controller experienced in storing, managing, and maintaining company and project documents while ensuring accuracy and quality.
- Process documents for revision and approval, organize documents from conception to distribution and filing, and create systems to be used to document control processes.
- Growth mindset and willing to help team move business forward with any task.

SOFTWARE SKILLS EXPOSURE AND QUALIFICATIONS

- Computer literate
- Knowledge in MS Word, Outlook, Excel and PowerPoint
- Archiving files digitally
- Proficient typing skills
- Responsible, efficient, flexible and organized.
- Polite and respectful
- Competent and reliable
- Data organization and storage knowledge

EXPERIENCE

OCTOBER 2018 – TO PRESENT

DOCUMENT CONTROLLER CUM SECRETARY, LULU GROUP INTERNATIONAL

- Checked accuracy and completeness of documents to identify deficiencies and recommend corrective actions
- Allocated unique document numbers to internal documents and incoming external documents and track in database.
- Established and managed document distribution matrix and document control register.
- Scanned, files and transmitted various documents and adhered to digital filing procedures.

- Maintained document archive and file server of approved documents and drawings to provide easy traceability and retrievable.
- Prepared digital files, physical documents and work requests in compliance with company guidelines.
- Process and record accurately all technical documentation in accordance with agreed procedures and ensure agreed procedures satisfy project, client and regulatory requirements.
- Maintain confidentiality around sensitive information and terms of agreement.
- Maintain and transmit files from the beginning of a project through construction and closeout.
- Maintaining document logs for correspondence, material approval submittals, shop drawings, RFI (incoming & outgoing).
- Ensuring all management system documentation is the current version and easily accessible.
- Report the status of documents such as submittals, LPO's, etc. to the concerned Engineer.
- Ensure that all the relevant Project documentation are registered, maintained in the Electronic Document Management System (EDMS).

APRIL 2020 – MAY 2020 (1 MONTH SUPPORT)

CUSTOMER CARE SUPPORT, LULU GROUP INTERNATIONAL

- Maintaining a positive empathetic and professional attitude toward customers all the time.
- Responding promptly to customer inquiries.
- Acknowledging and resolving customer complaints.
- Communicating and coordinating with colleagues as necessary.
- Ensure customer satisfaction and provide professional customer support.
- Keeping records of customer interactions, transactions, comments and complaints.
- Follow up on customer interactions.
- Coordinate customer complaints regarding delivery status, refund status, orders into concerned department.
- Deal directly with customers by telephone, email, or via chat to ensure that we meet the inquiries of the customer to avoid such complaints.
- Obtain and evaluate all relevant information.

APRIL 2018 – AUGUST 2018

DOCUMENTATION CLERK, PUREGOLD PRICE CLUB INC. (PHILIPPINES)

- Organizing all files including the old ones for proper storage.
- Keep records of the Sales Invoice and Purchase number of the delivered products.
- Ensure that the product is not expired and damaged before receiving.
- Make report for return items/bad orders.
- Categorize, file and retrieve documents using specific

- classification and organization systems.
- Keep records and logs of document retrievals,
- updates, distributions and removals.
- Keep tracks on the daily deliveries.

EDUCATION

SY: 2013 TO 2017 (GRADUATED)

BACHELOR OF SCIENCE IN DEVELOPMENT COMMUNICATION

ISABELA STATE UNIVERSITY, CABAGAN CAMPUS, PH

PERSONAL DATA

DATE OF BIRTH	-	April 29, 1994
PLACE OF BIRTH	-	Tumauini, Isabela, Philippines
CIVIL STATUS	-	Married
HEIGHT	-	5'2"
WEIGHT	-	64 kgs.
NATIONALITY	-	Filipino
LANGUAGE	-	English and Tagalog

I do hereby declare that all the information given above is true to the best of my knowledge and belief.

Romelyn D. Cammagay
Applicant Signature