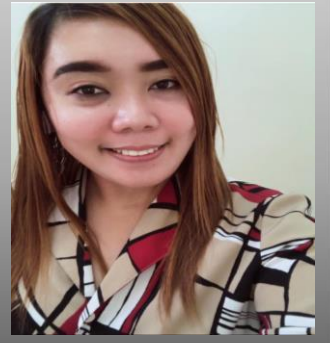


Michaela Panganiban Ferrer

Al Barsha 1, Dubai UAE

971-054-4512-125

kyla_nyz@ymail.com



CAREER SNAPSHOT

A talented and accomplished executive professional with experience in the field of Document Control, Secretarial, Administration in a fast-paced company. With strong organizational and interpersonal skills, flexible and adaptive to a new working environment and concept, is looking for a challenging position.

PROFFESIONAL SKILLS:

Well versed in ISO documentation and filling system • Data organization and storage knowledge • Meticulous, with attention to details and excellent communication skills • Highly analytical, well-organize and hardworking • Ability to work independently as well as on a team • Proficient in MS Word, Excel, Outlook, PowerPoint • With experience in Project Management

WORK EXPERIENCE

I. Document Controller Cum Project Secretary
Airolink International Construction L.L.C (Dubai, UAE)
April 2019 up to August 2021

Duties & Responsibilities

- Develop and implement processes related to document control and management.
- Checking quality of documents.
- Setting up & Maintain project filling system that supports efficient information management.
- Performs file backup to ensure proper storage and archiving of electronic registers.
- Typing of site documents, correspondences, MOMs, memos, transmittal as required specifically by Project Manager and other team members.
- Ensure proper logging and indexing of all documents such that timely retrieval of documents can be done, when needed.
- Teaming up with other documentation groups, as applicable.
- Coordinate all activities related to the Document Control procedure, including technical documents, drawings, and commercial correspondence.
- Ad hoc duties as required to assist the project team.
- Produce and maintain Document Progress Reports to Project Managers.
- Prepares Document Transmittals, Delivery and collection of documents from Consultants, Contractors, Authorities and internally.
- Ensure working files are kept up to date with most recent documents and drawing revisions.
- Provide support to Commercial & Planning Team

**II. Document Controller Cum Project Secretary
Modern Executive System Contracting (Dubai, UAE)
November 2016- April 2019**

Duties & Responsibilities

- Responsible for the day-to-day Document Management workloads
- Receiving and making quality check on all technical submittals/documents (such as pre-qualification, material and shop drawings) invoices and correspondence from Subcontractor, Consultant and Client and distribute documents as required
- Preparing submittals, reports, correspondence and minutes of meeting
- Directly assisting the technical project team. Control and issue of complete project documentation to all incoming and outgoing correspondence, submittals, documents and blueprint
- Input technical revisions and performs compliance checking as per company's documentation system and Consultant requirements
- Log and make a documentation auditing report status and keeping of the Master Document Log Register updated
- Evaluate and examine the on-hand file for proper filing and organizing of documents in soft copies and hard copies
- Creation and maintenance of filing and document control system; by classifying, sorting and labelled the submitted document for easy tracking and retrieval; scanning of all the received files for digital filing and archiving of documents

**III. Billing & Collection Assistant
CBRE Philippines (Makati City, Philippines)
September 2014- August 2016**

**IV. Treasury Assistant/Admin
ACM Landholding Inc. (Makati City, Philippines)
November 2016- August 2014**

Personal Details:

Nationality : Filipino

Marital Status : Single

Date of Birth : September 01,1989

Languages : English, Tagalog (Filipino Dialect)

Education : Bachelors of Accounting Management

(Batangas State University, Philippines 2006-2010)