



RACHEL SISON

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PROFESSIONAL SUMMARY:

Adaptable Document Control Coordinator offering a background in implementing process improvements and preparing documents for scanning. Dependable professional with exceptional computer talents. Responsible, punctual and capable of working with little to no supervision. Supporting program needs and managing projects with little oversight. Able to review and assess processes for continuous improvement in office operations. Organized and dedicated, offering keen attention to detail. Self-motivated work ethic with ability to perform effectively in independent or team environments.

SKILLS:

- Compliance controls
- Tracking document flow
- Project support
- Employee timesheet processing
- Deadline driven
- Flexible
- Letter preparation
- Administrative support
- Filing assistance
- Quality assurance
- Data collection and analysis (Documents & Records)
- Office administration
- Microsoft Office
- Preparing contracts
- Supply ordering or Procuring materials

WORK HISTORY:

JUNE 2016-MARCH 2022

Secretary/Document Controller/Project Coordinator | POLY GULF E & C LLC | Dubai, UAE

- Coordinate all activities including technical documents, submittals, drawings and commercial correspondence
- Reviewing and updating technical documents
- Checking for accuracy and editing files, like contracts
- Distribute project-related copies to internal team
- Preparing payment claims, ensuring compliance with payment and other requirements
- Generate the various document control reports as required
- Handling application of Airside passes; Dubai International Airport, AMIA & Abu Dhabi (MTB Project)
- Submission of documents and creating transmittal
- Make sure that controlled copies of latest approved document and drawings are given to the Appropriate staff, subcontractors and suppliers as applicable.
- Keep track of all documents, correspondences and transactions
- Making attendance sheet for site people
- Making and sending offers to the clients
- Organizing and storing paper works, documents and computer-based information
- Maintain confidentiality around sensitive information and terms of agreement

- Communicated with customers via phone and email to confirm deliveries and respond to inquiries
- Created and updated physical records and digital files to maintain current, accurate and compliant documentation.

OCTOBER 2013-APRIL 2016

After Sales Secretary/Office Clerk/Receptionist/Document Controller | TAMCO MIDDLE EAST |
Dubai, UAE

- Coordinate all activities including technical documents, drawings and commercial correspondence
- Generate the various document control reports as required
- Typing of site documents, and follow up all the site needs
- Handling application of Airside passes (Dubai International Airport & AMIA)
- Listing out the documents and documenting the project details
- Submission of documents and creating transmittal
- Check & maintain personnel files and keep updated
- Make sure that controlled copies of latest approved document and drawings are given to the appropriate staff, subcontractors and suppliers as applicable
- Keep track of all documents, correspondences and transactions
- Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
- Deliver excellent customer service, at all times
- Schedule meetings and conference rooms
- Deal with all enquiries in a professional and courteous manner
- Make coffee and set out food
- Report any maintenance issues immediately to the manager
- Making attendance sheet for site people
- Making and sending offers to the clients
- Organizing and storing paper works, documents and computer-based information
- Arranging Couriers
- Organizing drivers for delivery
- Ensure reception area is tidy

ATTENDED TRAINING AND E-LEARNING:

- Estidama – A green building rating system; building design methodology for constructing and operating buildings and communities more sustainably. (MTB Abu Dhabi Project, United Arab Emirates).
- Aconex Certified Associates

EDUCATION:

Vocational:	Jose Navarro Technical College Kananga, Leyte, Philippines
Course:	Electronics Computer Maintenance Technician
Secondary:	Saint Peter's College of Ormoc, Ormoc City Leyte Philippines
Primary:	Saint Peter's College of Ormoc, Ormoc City Leyte Philippines

PERSONAL DATA:

Birthday:	January 14, 1976
Birth Place:	Ormoc City, Leyte, Philippines
Nationality:	Filipino
Religion:	Catholic
Languages:	English, Tagalog
Gender:	Female
Status:	Single

VISA STATUS: CANCELLED