

REYMAN LOU A. DE CASTRO

Elektra, Abu Dhabi, UAE

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OBJECTIVE

To land a job position that will permit to practice and grow professionally as well as acquire abilities and talents and embellish it, or even try various kinds of work in which I can learn other aspects and to make contributions to the success of the company.

SUMMARY OF QUALIFICATIONS

- Ability to supervise individuals and groups in completions of tasks and fulfilment of goals.
- Competent and looks forward to work satisfaction.
- Computer literate in using Microsoft Office Software.
- Mature, career oriented and self-motivated individual.
- Build positive attitude during bad situation.
- Good leader to collaborate on multidisciplinary teams.
- ERP / SAP / FOCUS / SERCAE / EDMS

WORKING EXPERIENCE

Nes Global Talent

Western Region Buhasa Abu Dhabi UAE

Document Controller (Access Control)

at Tecnicas Reunidas Engineering Consultancy LLC

Bu Hasa Integrated Field Development Project

Client: **ADNOC**

November 2019 – August 2022



- Processing Access card requests for new personnel of Contractor and Subcontractor.
- Checking and validating all the requirements given before issuing access cards.
- Modifying access permissions for existing cardholders as required.
- Conducting Manpower inspection.
- Manhourly report during working activities.
- Daily and Weekly report for all the workers worked in the designated area.
- Conduct audits with PDA's (Personal Digital Assistant).
- Organized and maintain office filing system.
- Preparing Submittal/IR/MR/Transmittal as required and requested by the project team.
- Maintain the file logs as required by the standard of the Company.
- Receives and issue documents under transmittal externally and internally according to documents distribution matrix.
- Ensure all documents have no errors before submitting to the recipient.
- Maintain updated records of all approved documents in the file server with easy traceability.
- Recording and archiving all hardcopy and softcopy documents
- Handling intake, scanning, verification, and storing documents.
- Filing and archiving relevant documentation.

- Retrieving files for other employees and customers when needed.
- Designing templates for documents, file types, and document databases.
- Checking and editing documents for accuracy and compliance.
- Controlling the flow of documents in and out of the department.
- Reporting errors or developments regarding document storage.
- Ensuring the secure destruction and disposal of sensitive documents.
- Updating and maintaining document management systems and physical records.
- Maintaining the security of confidential documents.
- Knowledgeable in EDMS (Electronic Document Management System).

Berry Building Materials Trading LLC

Dubai, UAE

Material Controller

January 2015 – September 2019



- Organize and rearrange products in warehouse.
- Keep neat and clean warehouse premises.
- Organize and maintain records of inventories up to date.
- Monitor and manage inventory control.
- Manage and handle shipping, loading and unloading of products.
- Handle delicate and sensitive products with outmost care.
- Checking and receiving consignments.
- Import and Export transaction.
- Execute logistics plan to move products and packages to reach destinations on schedule.
- Organize transportation activities, including storage of goods.
- Knowledgeable in SAP/ FOCUS /ERP.

Magrudy Enterprises LLC

Dubai, UAE

Storekeeper

March 2013 – December 2015



- Assisting Events such as Book fair.
- Organize and rearrange products in warehouse.
- Keep neat and clean warehouse premises.
- Organize and maintain records of inventories up to date.
- Monitor and manage inventory control.
- Checking and receiving consignments.
- Weekly, Monthly and Yearly Inventory.
- Manage and handle shipping, loading and unloading of products.
- Checking all the receipts with the LPO, Invoice & Packing list.
- Checking and receiving consignments.
- Knowledgeable in ERP.

CDO Food sphere, Inc.

Paso de Blas, Valenzuela City

Store Supervisor

January 2010 - May 2012

Philippine Seven Eleven

Del Monte Avenue Quezon City

Customer Service Representative

May 2008 - November 2010

EDUCATIONAL BACKGROUND

Tertiary : Our Lady of Fatima University
Bachelor of Science in Nursing
Year Attended 2004 - 2008

Secondary : San Jose Del Monte High School
Year Attended 1998-2002

Primary : Muzon Elementary School
Year Attended 1994-1998

PERSONAL PROFILE

Birth date : February 2, 1985
Civil Status : Married
Religion : Roman Catholic
Birthplace : Manila
Nationality : Filipino
Language : English, Filipino