

# Dexter L. Lalas

Al Barakah, Abu Dhabi, UAE

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## SUMMARY:

Hardworking and versatile admin staff with proven organizational skills and thorough knowledge of corporate policies and procedures with years of experience in multinational firm.

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## STRENGTH/SPECIAL SKILLS:

- ✚ Self-Dedicated
- ✚ Computer Literate
- ✚ Can work independent or in a team
- ✚ Knowledgeable in Computer Hardware/Software installation and Troubleshooting
- ✚ Knowledgeable in MS Office
- ✚ Can work longer hours and on shifting schedule

## EMPLOYMENT RECORD:

### Hyundai Engineering and Construction Company

Branch Office Address: #1601, Makeen Tower, Tourist club Area, Abu Dhabi, UAE

P.O. Box 46101

Tel: +971-2-643-2865

#### Project:

### ✚ Barakah Nuclear Power Plant - Project (BNPP)

Client: Emirates Nuclear Energy Corporation

Location: Al Barakah, Abu Dhabi, UAE

30-Dec-2020 to present

#### Labor Clerk

#### Duties and Responsibilities:

- Make travel arrangement for all Korean and foreign employees (Vacation, Business Trip, Emergency Leave)
- Prepare Local Purchase Order (LPO) for confirmed tickets
- Reviews, verifies employees leave application request for approval purposes.
- Coordinates with transport team regarding airport drop off/pickup of all Korean and foreign employees.
- Reviews, verifies billing statements from travel agency, accommodation, reimbursements and suppliers monthly invoice and submit for payment request.
- Maintaining leaves records for all employees.
- Coordinates with camp manager/personnel regarding room reservations and check-out of all employees and temporary manpower supply.
- Review/verify manpower report from subcontractor for overall Daily Manpower reporting.

## **Samsung Engineering Co., Ltd**

Branch Office Address: 42<sup>nd</sup> Floor, Addax Tower, City of Lights Al Reem Island, Abu Dhabi,  
United Arab Emirates P.O. Box 73410  
Tel : +971-2-676-2323, Fax : +971-2-676-27772

### **Project:**

#### **Waste Heat Recovery Project (WHRP)**

Client: Adnoc Refining  
Location: Al Ruwais Industrial Complex  
04-Dec-2019 to 08-Oct-2020  
**General Affairs Officer**

#### **Duties and Responsibilities:**

- Ensures the efficiency and smooth day-to-day operation of our office.
- Coordinates with camp manager/personnel regarding room reservations and check-out of all employees and temporary manpower supply.
- Reviews, verifies billing statements from airlines, accommodation, reimbursements and suppliers monthly invoice and submit for payment request.
- Purchasing office equipment, stationery & pantry supplies and ensure they are available, operational and safe at all times.
- Request quotation from the supplier for material purchase
- Supervising office premises and ensures that they are will maintained and presentable at all times.
- Coordinates with travel agency to make reservations for employees travel requirements (annual/emergency leave and business trips)
- Supervise office boys and maintenance team.

## **DAEAH Engineering and Construction Co., Ltd.**

Branch Office Address: Room No. 21,22 & 23, First Floor, Unit No. 15, Global Ascent Business Center, M4, Mussafah, Abu Dhabi, United Arab Emirates. P.O. Box 133420  
Tel : +971-2-642-6442, Fax : +971-2-642-6445

### **Projects:**

#### **Barakah Nuclear Power Plant - Project (BNPP)**

Main-Con: Hyundai Engineering and Samsung C&T Joint Venture (HSJV)  
Location: Al Barakah, Abu Dhabi, UAE  
12-Feb-2015 to 29-Oct-2020  
**Admin Assistant**

#### **Duties and Responsibilities:**

- Responsible for payroll preparation including benefits calculation in a timely manner using MS Excel and send to Branch Office for account transfer (WPS).
- Maintains records and filing system for payroll in a confidential manner, including employee files, cash advance, and final settlements.
- Update company's expenses and all employees' information using ERP.
- Reviews, verifies for accuracy and endorses billing statements from airlines, accommodation and rent-a-car companies.
- Coordinate with Manpower Agency (India, Nepal and Philippines) for proper selection and deployment of successful candidates.
- Coordinate with branch office regarding Visa processing, CICPA Card application, medical schedule, DAMAN, EID application, residence visa and Insurance application.
- Coordinates with travel agency to make reservations for employees for travel on company related business or annual/emergency leaves.

- Assists in the processes of supervising the office premises and ensures that they are well maintained and presentable at all times.
- Participates in ordering office equipment and supplies and ensures they are available, operational and safe at all times.
- Coordinate with Camp Manager/personnel regarding room reservation, camp in/out for all employees and other camp related complains.

## **Ruwais Refinery Expansion Project # 2 (RRE2)**

Main-Con: GS Engineering & Construction Corp.

Location: Al Ruwais, Abu Dhabi, UAE

March 5, 2013 to Nov. 3, 2014

**Admin Assistant**

### **Duties and Responsibilities:**

- Coordinates with camp manager/personnel regarding room reservations and check-out for all employees and temporary manpower supply.
- Responsible in sending employees to airport and collect exit papers
- Coordinate with shipping company/Supplier to ensure the arrival of our shipment on time.
- Filing various forms of documents such as invoice, salary advance, receipt and memos.
- Coordinates with MainCon staff for CICPA Security Pass/Work Visa/Insurance (DAMAN)/C3 card application and cancellation.
- Coordinates with Car Agencies with regards to maintenance/registration and security pass validity.
- Reports to Admin Manager in full details regarding delicate and confidential matter.

### **EDUCATIONAL BACKGROUND:**

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**College :** **Asian Institute of E-Commerce College** 2004 - 2006  
Alexander Street, Urdaneta City Philippines

**Course:** **Associate in Information Technology**

**Vocational Course:** **British College International** Aug. – Oct. 2012  
Maradel Building, A.B. Fernandez Avenue, Dagupan City Philippines  
**Computer Hardware/Software Servicing (NC II)**

### **PERSONAL INFORMATION:**

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Age : 35  
Sex : Male  
Religion : Roman Catholic  
Citizenship : Filipino  
Birth Date : December 1, 1987

I HEREBY CERTIFY that the above information is true and correct to the best of my knowledge and belief.



**Dexter Lalas**