

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.

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: 42nd 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.

Ruweis 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:

College : **Asian Institute of E-Commerce College** 2004 - 2006

Alexander Street, Urdaneta City Philippines

Course: **Associate in Information Technology**

British College International

Aug. – Oct. 2012

Maradel Building, A.B. Fernandez Avenue, Dagupan City Philippines

Vocational Course: **Computer Hardware/Software Servicing (NC II)**

PERSONAL INFORMATION:

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