



# GEORGE L. MOLINA



**Mobile**

+971523707630



**E-mail**

georgemolina18@yahoo.com



**Location**

Al Satwa, Dubai, UAE

Dependable and devoted Document Controller with 5 years and 11 months of professional experience, Keen to support with excellent organizational and analytical skills. Energetic and optimistic customer service representative with over 7 years of professional experience assisting customers in solving complex issues.

## WORK EXPERIENCE

### DOCUMENT CONTROLLER

#### VR Technical Services LLC

(Projects: Algeria, Belarus, Brazil, Monaco and Peru pavilions handled at Dubai Expo 2020, Jebel Ali, UAE)

- September 14, 2020 - November 11, 2020
- Plot No. 0364-0367, Unit No. L1647, Al Quoz, Industrial 1, Dubai, UAE

- Prepare documents for safety induction of workers and technicians at site
- Assist applicants for interviews at the reception
- Part-time receptionist, taking inquiry, quotations & LPO's from suppliers
- Prepare Permanent & Temporary Gate passes for Workers at Expo in daily basis
- Prepare delivery materials gate passes for drivers entering in EXPO in daily basis
- Check daily timesheet for staff/email through outlook.
- Stamp, scan, and copy files of transmittal, letters, and shop drawings.
- Coordinate with Internal staffs, Project managers, Foreman's and Engineers.
- Encode all important documents through excel (Receiving and Outgoing).
- Create draft letters signed by Project Manager and Engineers.
- Prepare document transmittals of Work inspection request, Shop Drawings, MAR, MIR for Engineers.

### DOCUMENT CONTROLLER

#### Arif & Bintoak Consulting Architect & Engineers

(Projects: Waldorf Astoria Hotel Dubai, Sustainable City, Sharjah)

- August 1, 2016 - April 8, 2020
- Zabeel Street, 3rd Floor, Office 301, Karama Area, 3670, Duabi, UAE

- Prepare and check daily timesheet for staff/email through outlook.
- Stamp, scan, and copy files of transmittal, letters, and shop drawings.
- Coordinate with Staff, Inspector, Architect, and Engineers.
- Encode all important documents through excel (Receiving and Outgoing).
- Create draft letters signed by Project Manager and Engineers.
- Prepare documents transmittal of RFI, MST, MAR, MIR & Prequalification for Engineers.

### DOCUMENT CONTROLLER

#### Alumco L.L.C.

(Projects: King Abdulaziz Int'l Airport)

- June 10, 2014 - June 11, 2016
- P.O. Box 14324 Jeddah 21424, Saudi Arabia

- Prepare and check the daily timesheet for staff/email through outlook.
- Scan and copy files, documents, I.D, PDF, shop drawings.
- Prepare papers of RFI and MIR for engineers.
- Encode all important documents through the excel / ERP system.
- Create an internal memorandum signed by Project Managers and Engineers.
- Coordinate with Staff, Foreman, and Engineers from any kind of inquiry.

### CUSTOMER SERVICE EXECUTIVE

#### Serco Global Philippines, Inc

(Barclaycard UK Account)

- December 21, 2012 – June 1, 2014
- 7th flr. One World Square Building, Fort Bonifacio, Taguig City, Philippines

- Verifying all personal information of the caller.
- Answer all inquiries of the caller.
- Making a cross-sell.
- Blocking lost and stolen cards.

### CUSTOMER SERVICE REPRESENTATIVE

#### Affiliated Computer Service

(GLS Account)

- April 7, 2008 – December 14, 2012
- 7th flr. One E-com Bldg., Besides Mall of Asia, Pasay City, Philippines

- Assist customers to process their credit card application.
- Verifying all personal information of the caller.
- Answer all inquiries of the caller. · Making a cross-sell.
- Handle student loans- GLS. · Assist miss-applied payments- GLS.
- Explain to the loan holders how repayment plans works-GLS.

## CUSTOMER SERVICE REPRESENTATIVE

### ICT Group

(WAMU)

• April 7, 2008 – December 14, 2012

• 14th flr. Union Bank Ortigas, Pasig City, Philippines

- Assist customer activates their credit card/debit card.
- Placing an order for the customer.
- Explain their charges of the card.
- Assist in making a balance transfer to another account.

## CUSTOMER SERVICE REPRESENTATIVE

### Sykes Asia

Pitney Bowes account

• March 2007 - June 2007

• 5th flr. Sunnymede Bldg. Quezon Avenue,  
Quezon City, Philippines

- Taking inbound calls.
- Troubleshoot the product of the customer.
- Placing an order for the customer.
- Educate the customer on how to use the product.

## PRODUCTIONSTAFF/VTROPERATOR

### WINS Channel

• October 2002 – January 2007

• Unit 303 One Corporate Plaza  
Makati City, Philippines

- Operate playback program. - Sky Cable Satellite Mandaluyong City, Philippines.
- Edit program / commercials. - edit shooting, events, exhibit
- Inserting commercials/logo and cergen. - making title opening/closing billboard
- Production assistant-assist Cameramen/Audiomen
- Receiving pull out / delivery tapes. · Weekly newscaster.

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## EDUCATION

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### TERTIARY

#### Bachelor of Science in Commerce

· Far Eastern University

· (1995-1999)

· Maniila, Philippines

### SECONDARY

· La Salle Antipolo

· (1991-1995)

· Antipolo City, Philippines

### PRIMARY

· La Salle Antipolo

· (1985-1991)

· Antipolo City, Philippines

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## PERSONAL DATA

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SEX Male

BIRTHPLACE Philippines

CIVIL STATUS Single

HEIGHT 5'6"

CITIZENSHIP Filipino

VISA STATUS Tourist Visa