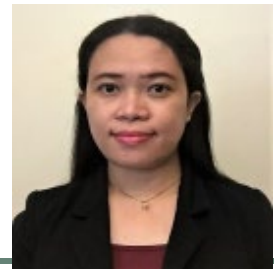


JONNALEE B. CARNECER

Document Controller



Contact

+971-56-331-7185
jonace_lee@yahoo.com

Al Nahda, Sharjah, UAE

Education

Bachelor of Science in
Computer Science
completed 4 years

BIT International
College
Bohol, Philippines

Key Skills

Microsoft Office: Excel,
Word, Power Point,
Outlook
Electronic Document
Management System:
Aconex, Tally ERP
Administrative Assistant,
Procurement, Sales,
Inventory Control,
Logistics

Language:

English, Filipino

Personal Profile:

Date of Birth:
February 21, 1979
Sex: Female
Status: Single
Nationality: Filipino

Objective

Secure a responsible career opportunity to expand my learnings, knowledge and skills, while making a significant contribution to the success of the company.

Experience

June 2020 to October 2021

CNIM Construction LLC – Admin. Assistant cum Document Controller

Project: Sharjah Waste to Energy (SWTE-1)

Job Description:

- Responsible in handling vendor and subcontractor documents.
- Allocate Document and Drawing numbers using ACONEX as a platform in document processing.
- Ensure all documentation meets formal requirements and required standards.
- Sorting, storing and retrieving electronic and hard copy documents as required
- Conduct regular document audits, and check if vendor/subcontractor meets submission date requirement.
- Ensure timely review of documents and workflows are delegated to related personnel at key times to facilitate timely project completion.
- Maintain, update and keep record of RFI (request for inspection) documents register and insure that necessary signatures from all parties are attached.

January 2017 – May 2020

CELAR Water Equipment – Admin. Assistant cum Document Controller

Job Description:

- Handle, maintain and update the document register of the major project of the company.
- Coordinate all activities related to document control procedure including technical, quality, management documents and correspondences.
- Maintain documents and drawings under safe custody without any damage or deterioration with easy traceability.
- Maintain Group General Manager's schedule, book meetings and business appointments.
- Provide reports to upper management

Experience

April 2014 – December 2016

CELAR Water Equipment – Purchase Assistant and Logistics Coordinator

Job Description:

- Communicate and request quote from suppliers and retailers to achieve profitable deals and mutual satisfaction.
- Prepare and place Purchase Orders.
- Inquire and appoint Forwarding Company to arrange pick-up of the shipment from origin up to the delivery to warehouse.
- Communicate and follow up vendors to provide shipping documents, certificates and other related logistics documents for the clearance of the shipment from customs.
- Plan and track the shipment of Orders.
- Provide update of Order Status as to the schedule of readiness, dispatch and arrivals of orders to Project Team.
- Maintain and update the procurement and logistics register.

January 2009 – April 2014

CARPLUS INC. - Inventory Control Supervisor

Job Description:

- Monitor and ensure accuracy of all inventory transaction and maintain records of all branch locations.
- Monitor work of all Inventory Control personnel and ensure achievements of all objective. Provide improvement to same if required.
- Maintain records of all variances and ensure accuracy of all products transfers from one branch to the other.
- Maintain records of all shortages, damages and products under warranty, make report and communicate to suppliers.
- Monitor and supervised data management system software. Creating procedures in relation to data processing, coding system, making delivery reports and purchasing.
- Supervised the receiving and pricing of stocks before it is distributed to designated branches.
- Provide basic training to inventory control staff and ensure they know the procedure.
- Provide reports to upper Management including operational problems and suggest recommendations to improved inventory operations.

September 2003 – December 2008

CARPLUS INC. - Accounting Staff and Data Encoder

Job Description

- Handled Accounts payable function for local purchases.
- Performed Bank Reconciliation and checking Disbursement Book.
- Handled Payroll processing and checking employee's DTR.
- Encoder, assigned code format for new items and prepared Delivery Receipts.
- Prepared and faxed Purchase Orders and make follow ups to Suppliers.

Reference:

Mr. Christophe Destouches – QC Manager – CNIM Construction LLC

Mr. Govind Rawat – General Manager – Celar Water Equipment

Mrs. Geraldine Llorca – Design Engineer – Saipem