

Arman Y. Cochangco

Admin Assistant/Document Controller/Procurement Assistant

Nationality: Filipino

Qualifications: **Bachelor of Science in Business Administration**
Major in Management-Dasmariñas, Cavite Philippines
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Experience, Skills and Profile

Highly organized, detail-oriented, knowledgeable, and well trained in Clerical & Admin works, Procurement, Document controller, Petty cash handler, and customer & supplier relation. Offering versatile office management skills and proficiency in Microsoft Office programs. Strong planner and problem solver who readily adapts to change, works independently and exceeds expectations. Proficient in Microsoft Office word and excel, excellent writing and communication skills, Oracle, Aconex, and Documentation.

Professional Working Experience:

Joint Star International LLC-United Arab Emirates

July 2017 up to present

Admin Assistant

Duties and Responsibilities

- Resourcing, posting AD in different source of social media for requirement and conducting initial interview for applicants, giving orientation for newly hired and discussing the company policy, job offer and benefits.
- Maintaining and monitoring the Staff and labors log for expiration of the documents from Passport, Work Permit, Residence Visa, Emirates ID, and Medical Insurance & Workmen's Compensation.
- Knowledge in applying for Work Permit, Residence Visa, Emirates ID, and Medical Insurance & Workmen's Compensation for newly hired staff and labors.
- Handling Petty cash, Expenses Invoices recording for VAT preparation for submission.
- Receiving phone calls.
- Recording the attendance and Overtime for Both Staff and Labors for Submission of IPA., PPE Uniforms, Site Tools & Disinfection materials, absenteeism, deductions, fines, notices and memos.
- Reviewing Subcontractor invoices & Contracts works

Document Controller

Duties and Responsibilities

Hameni Tower, Jumeirah Golf Village

China State CCESCC-Main Contractor Office

Location: Dubai

Expo

China State CCESCC-Main Contractor Office

Location: Dubai

Deira Water Front
China State CCESCC-Commercial Department
Location: Dubai

Sanctuary Falls Villa, Jumeirah Golf Estate
China State CCESCC-QA QC Department
Location: Dubai

- Preparation of Documents for submission to Client like Inspection Request, Material Inspection, Material Submittal, Shop Drawings, Document Submittal/Pre-qualification, IPA, Letters, Notice of Violations among others.
- Maintaining the logs and share the documents received from client to QA QC, Engineers, Commercial Department and technical Department.
- Filling documents both hard copy and or in the Server and or using ACONEX System.
- Preparing Draft letter and send email to consultant and or client. Recording and monitor each and every letter has been response.
- Experience from Project start up to handover.
- Controlling company and project documentation
- Following and improving document control procedures
- Ensuring all documentation meets formal requirements and required standards
- Sorting, storing and retrieving electronic and hard copy documents on behalf of clients and industry professionals
- Producing document progress reports for senior managers
- Conducting regular reviews and document audits
- Using computers to organize and distribute documents within a company
- Helping in the planning stages of a specific project
- Ensure documents are shared at key times to facilitate timely project completion

Admin Assistant
Juma Al Majid (Home Appliances)- United Arab Emirates
October 2010 To May 2017

Duties and responsibilities

Procurement

- Thorough knowledge in vehicle repairing and spare parts, warehouse maintenance, advertising and signage, fix asset, consumable items, office stationary supplies, and safety shoes & uniform.
- Screening and analyzing of requisitions prior to forwarding for procurement. Preparing the necessary documents and report to be sign and approve by Department Manager, General Manager, Accounts and COO.
- Responsibilities of fully computerized procurement based on oracle and online Purchase Order are prepared in Oracle System. Material procurement receipts, physical inspection, stacking, maintaining minimum & maximum level of critical & fast moving items, maintaining all procurement documents. Purchase related all responsibility.
- Planning for daily consumable material for next one month. Billing status. Making the comparative statement.

Admin Assistant

- Preparation of report in sales, expense, vehicle repair history, overtime computation, staff absent and leave, and staff attendance in daily, monthly, quarterly and yearly basis.
- Typed documents such as correspondence, drafts, memos, business letter, warning letter and emails. Opened, sorted, and distributed incoming messages and correspondence.
- Research for possible applicant depending on job posted, and perform initial interview & exam, arranging schedule of interview as per Department Manager approval.
- Assisting, guiding, and informing the staff for the accommodation & transportation, visa & emirates ID renewal, leave & certification form and medical insurance.
- Uniform & safety shoe and office stationary controller.
- Petty cash handler responsible for giving advance cash and invoice payable with approval of Supervisor,
- Department Manager, General Manager and Accounts provided with supporting documents. Preparing the documents for reimbursement submission in Accounts Department.

Document Controller

- Create filing , archiving system, update and maintaining the documents such as customer invoice & delivery notes, vehicle expense history, acknowledgment form, supplier invoices & payment receiving form, more than 200 staff file, fix asset record, warehouse department billings/trade license/warehouse expenses, petty cash form file, local purchase order file, and staff overtime/salary computation both in excel and oracle system.
- Checked incoming documents for readiness prior to processing. Sales report and documents submission to showroom, Supervisor, Department manager and Accounts by daily basis.
- Scanning and copying the documents as per requirement. Created all internal and external system release notes.
- Daily routine activities of Document Control, including distribution of documents, maintaining electronic folders and directories, tracking and retrieval of documents.
- Time Keeper.

Telephone Operator

- Attending calls with minimum of 50 callers per day.
- Highly skilled in operating telephone line in timely and professional manner.
- Hands-on experience in processing all codes calmly and in a timely manner.
- Monitored busy or unanswered lines.
- Received, recorded, and relayed messages correctly, totally, and legibly.

Foreign Country Work Experience

Kingdom of Saudi Arabia and Taiwan, Republic of China

Languages Spoken

English, Mandarin and Arabic.