

# Zyra Lynn San Juan

📍 Abu Shagara, Sharjah, United Arab Emirates  
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## Objective

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To obtain a challenging position with the opportunity to use the experience gained in my field and to further advance my responsibilities in order to contribute to team goals and objectives.

## Work Experience

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**January 2017 - Present**

**Document Controller cum Secretary  
Best Building Contracting Co. LLC (ISO Certified)  
Sharjah, United Arab Emirates**

### *Projects*

- G+2, Scientific Research Building, University of Sharjah, Sharjah, UAE
- 3P+G+11+R, Marriott Hotel, Al Jaddaf, Dubai, UAE
- 1B+ G + 3P +16 + 2R, Al Ansari Tower, Business Bay, Dubai, UAE

### *Key responsibilities*

- Implement and maintain document control processes and procedures
- Develop and maintain the Document Management System
- Manage all flows of documents either in electronic form or on paper support
- Ensure Document Management accordingly to established procedures or standards (documents numbering, formats, issuance, review, dispatch, recording and archiving)
- Maintain and manage electronic and hard copy documents as required
- Process incoming and outgoing documentation (registration in the DMS, distribution, archiving)
- Makes sure that controlled copies of latest approved documents and drawings are distributed internally and externally (Clients and Suppliers)
- Ensure control and coordination of projects documentation and data
- Ensure all drawings/documentation are correctly identified, distributed and filed/stored
- General document control activities such as photocopying, scanning, analysis of suppliers documents compliance with Project standards regarding numbering and all others aspect related to document quality
- Assistance in the preparation collation and issue of reports and registers as may be required
- Communicate and liaise with Project Teams, Suppliers/3rd parties to agree standards, systems, efficient flow of documentation, handover and close-out of Project activity to ensure consistency in document control as required
- Monitor technical documents review and approval in accordance with agreed schedule
- Set-up Projects folders and facilitate Project communication process
- Maintaining of Material Requisitions, LPOs and Delivery Notes
- Preparation of Subcontractor Payment Certificate
- Other relevant duties/tasks as directed by Directors, Project Manager and Engineers.

**May 2016 – January 2017**

**Admin Assistant cum Secretary  
Khoder Broz FZC  
SAIF Zone, Sharjah, United Arab Emirates**

**May 2012 – May 2016**

**Accounts Assistant (May 2015 – May 2016)  
MIS Assistant (May 2012 – May 2015)  
Shankar Trading Co. LLC  
Dubai, United Arab Emirates**

January 2011 – May 2012

Bank Teller  
Asiatrust Bank  
Rizal, Philippines

September 2009 – November 2010

Admin cum Purchasing Assistant  
Global Dominion Financing Inc.  
Ortigas Center, Philippines

## Education

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June 2005 – April 2009

Bachelor of Science in Information Management  
Major in Information, Communication & Technology  
University of Rizal System  
Rizal, Philippines

## Technologies

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Computer Applications	Excellent	●●●●●
Microsoft Applications	Excellent	●●●●●
AutoCAD	Basic	●●○○○

## Languages

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Tagalog	Mother Tongue	●●●●●
English	Excellent	●●●●●
Arabic	Basic	●●○○○
Hindi	Basic	●●○○○

## Qualifications

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- ✓ Always eager to acquire new knowledge
- ✓ Highly motivated to accomplish assigned task
- ✓ Strong dedication to work and a fast learner
- ✓ Strong communication, interpersonal, and coordination skills

## Personal Details

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- Date of Birth: July 11, 1988
- Nationality: Filipino
- Civil Status: Single
- Religion: Catholic
- Visa Status: Employment

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

  
ZYRA LYNN S. SAN JUAN