



Ryan Ed Santiago Tinio

Al Raffa, Dubai, UAE

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Position Desired: **Document Controller/HR Coordinator/Administrator**

»»» CAREER SUMMARY «««

Previous Job: Secretary/Document Controller at Lindenberg Emirates LLC (Contracting Company in Abu Dhabi, UAE) for more than 9 years.

- ❖ Worked as **Office Assistant** before promotion as **Secretary**.
- ❖ **7 years** as Secretary/DC in Estimation responsible in Tendering for Projects.
- ❖ **2 years** as an Office Assistant in HR/Admin. Dept., responsible for Recruitment issuing Job Offer, Processing of Visa, Updating the status of Staffs etc.

»»» EDUCATION and TRAINING «««

- ❖ **Bachelor of Science in Management (Major in Entrepreneurship)**
Nueva Ecija University of Science and Technology
Cabanatuan City, Nueva Ecija, Philippines
1999-2003 (Graduate 4 Year Course with Degree)
- ❖ **Advance First Aid and Advance Fire Fighting Training**
M/s. Safe World Specialist, Abu Dhabi, UAE
Date: 6 & 7-Oct-2015 (2 Days)

»»» WORK EXPERIENCE (Abu Dhabi UAE) «««



Lindenberg Emirates LLC (LE)

Tender & Estimation Department (Jan. 2015 – Jan. 2017)

Position: **Secretary/Document Controller** – Report Directly to Estimation Manager

Job Description:

- ❖ Prepared Monthly timesheets through JDE System with the coordination of Finance.
- ❖ Updates CVs of personnel for tender submission.
- ❖ Prepared Technical submission via online portal.
- ❖ Assists Estimation Engineers' for Sending RFQ & Tender Clarifications.
- ❖ Files Incoming Quotations for the Materials to be compiled to Tender Documents.

Lindenberg Water & Drainage Division (LWD) (Jan. 2010 – Dec. 2014)

Position: **Secretary** – Report Directly to Operations Manager (OM)

Job Description:

- ❖ Compiled Incoming Documents for OM's approval.
- ❖ Prepared draft outgoing Correspondence to Client / Consultant / Subcontractor.
- ❖ Coordinated with Site Secretaries & PM related to project documents.
- ❖ Prepared/Revised Project Material Requisition through Ezware System.
- ❖ Prepared Monthly Cost Allocation and submits to the Finance Dept.
- ❖ Prepared Monthly Engineering Progress Meeting via MS Powerpoint.

LE Project: O-1463, Abu Dhabi Island (Jan. 2010 – Dec. 2010)

Position: **Document Controller** - Report Directly to the Project Manager.

Job Description:

- ❖ Prepared Material Submittals, Method Statements.
- ❖ Updated Incoming & Outgoing Documents into Log Sheets.
- ❖ Coordinated with Consultant's Secretary in updating the External Log submittals.
- ❖ Scanned & Filed Documents into their respective Files.
- ❖ Prepared Material Requisition & Monitoring of Stationery Items.
- ❖ Prepared Monthly Progress Reports.

LE HR/Admin. Dept. (Oct. 2007 – Dec. 2009)

Position: **Office Assistant** - Report directly to HR/Admin. Manager

Job Description:

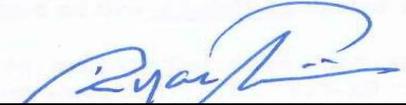
- ❖ Prepared draft Offer Letter, Confidentiality Undertaking, Warning Letter, etc.
- ❖ Assisted the PRO regarding Visa issue.
- ❖ Updated the outgoing and incoming documents into Document Log System.
- ❖ Entered and updated Master Employee for Staff Details using Ezware Business System.
- ❖ Prepared Endorsement for Employee Health Insurance.
- ❖ Drafted letter, Internal / External Memo as per instructions of HR/Admin. Manager.

»»» COMPUTER SKILLS «««

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|-----------------------|--------------------------------|
| ❖ MS Word (40-50 WPM) | ❖ Adobe Photoshop |
| ❖ MS Excel | ❖ Picasa |
| ❖ MS Outlook | ❖ Ezware Business System (ERP) |
| ❖ MS PowerPoint | ❖ Email/Internet |

»»» PERSONAL DETAILS «««

Age	:	37
Civil Status	:	Married
Nationality	:	Filipino
Date of Birth	:	05th November, 1980
Place of Birth	:	Cabanatuan City, Nueva Ecija, Philippines
Language Spoken	:	Tagalog and English
Religion	:	Christian (Roman Catholic)



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