

Robert Smith

Document Controller/Supervisor

PERSONAL STATEMENT

To work as an Administrative Assistant/ Customer Service Agent of a highly prestigious company that would hone knowledge and enhance abilities that would contribute to the growth of the company.

WORK EXPERIENCE

Document Controller/Supervisor

ABC Corporation - April 2008 - March 2009

Responsibilities:

- Responsible for the coordination of all project-related personnel movements, including travel, transport, accommodation (including the Company Crew Flat) and related logistics.
- Responsible for coordinating with clients and / or agencies to ensure proper personnel movement.
- Determine project related visa and security pass requirements and arrange for all the necessary visa, security passes, seamans books etc.
- Required for the project personnel and ensure that they remain valid for the required duration.
- Maintain the Company's asset database system.
- Maintain a database containing purchasing, suppliers and personnel information.
- Preparing the monthly personnel and C-Nav signal utilization report for the job costing.

Document Controller

ABC Corporation - 2007 - 2008

Responsibilities:

- Set up incoming Oil & Gas assigned jobs.
- Includes email, phone and personal contact with clients, project managers and personnel as needed.
- Create and maintain MS Excel based large spreadsheets for client and all vendor documentation flow.
- Monitor all documentation.
- Create job manuals hard and soft copies of all completed job documents.
- Internal QA/QC Auditor assistant.
- 2010 Employee of the Quarter/Year.

Education

B.S in Hotel and Restaurant Management - 1997(Lyceum of the Philippines)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@website.com
www.Website.com

SKILLS

Administrative Assistant,
Customer Service Skills.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)