



**JIM JOHN M. TONG**

- **Contact Details: (00973) 33382172; jimjohntong@rocketmail.com**

**Profile**

Administrator cum Secretary with 10 years of experience working for the Managing Director and General Manager. GCC Country

**Core Competencies**

- Detailed and Organized
- Multi-Tasking
- Good Relationship

**Professional Experiences**

**Poullaides Construction Company**  
**Civil Engineering- Kingdom of Bahrain**

**Designation**

Secretary- Tender Department-2015 April -***Present***

- Report to Dir. of Procurement and Estimation (Bahrain) and Business Development Manager.
- Receive and Check Tender Documents, issue tender & drawings nos. record their status.
- Distribute Tender to all concerned departments.
- Coordination with consultants, follow up their invitations, submitted tenders, tender's bond.
- Prepare and update tender bond list. Follow up tender bond with consultants.
- Prepare BOQ for on-going tenders
- Keep/Maintain Tender log Book and ISO documentation.
- Organize &Control of all documentation related to tender and keep all files and documents in order as well as keep a record book of all such correspondence and documents.
- Submit enquiries and obtain quotation for materials and subcontracted work.

- Typing all letters, reports, and correspondence, forms or any other written text assigned.
- Preparing Date Base for Vendors, Clients, and Consultants.
- Send and receive faxes, emails documents from outside and hand the mover to concerned person's.
- Keep all information pertaining to the telephone. calls/incoming/outgoing axes and letters confidential.
- Provide administrative support and assistance in certain defined areas.

**Asyad International Company**  
**Maintenance Petrochemical Industry (Client- Saudi Aramco, Daelim, Sadara)- Rastanura Kingdom of Saudi Arabia**

Executive Secretary- VP Office – Nov-Dec 2014

- Report to Executive Vice President
- Checks all several documents for signatory (Recruitment PTA, New Contracts, Times sheets central projects, Po and PR's, and cash vouchers.
- Submits report prepared by workshop department.
- Arrange out of country personal appointment for EVP.

**Lois Builders KSA**  
**Civil Engineering- Riyadh Kingdom of Saud Arabia**

Project Secretary cum Administrator  
 Mar2012 to Oct 2014

- Start of the project reporting to Managing Director.
- Middle of the execution reporting to Project Manager.
- Assists Construction Managers for clerical works.
- Receive and Submit Head Letters from HR's concerning personnel information and request.
- Prepare Letter Registry.
- Assist Office Admin for monitoring worker's absence

- and warning letters.
- Receive and send drawing& document transmittal to (CM's Elect, MECH, QS/ Cc: PM, Director and TI)/Segregate Approved Drawings and Info Drawings.
  - Submit Request for Inspection (RFI) prepared by Construction Manager's and Site Engineer's.
  - Update and Send emails result of inspections to Construction Managers, Project Manager, QS, Electrical and Mechanical Departments.
  - Receive and submit purchase Material Order prepared by Senior Quantity Surveyor.
  - Prepare purchase order for office and kitchen supplies.
  - Assists accounts department to Prepare monthly summary payroll for rental suppliers.
  - Prepare Evaluation Form for Office and Site Personnel.
  - Design Organizational and Flow Chart.
  - Update Daily Manpower Report.
  - Release Cheque payments for subcontractors.
  - Receive Site, Manpower, Warehouse invoices prepared by Departments (for Signatory of Project Manager),
  - Prepare timesheets for back charges.
  - Assists QS to update Summary PR, PO and DN

**Administrator**  
**Asset and Facility Division Central Office**

- Administers personnel and employees Project SANG2

- Monitoring Project Assets Facilities
- Prepare/Analyze Survey & Evaluation for accommodation facility
- Monitors Arrival and Departure for staff and site workers/ Coordinating camp manager
- Monitors Staff report and leave applications
- Arrange staff and site workers leave applications
- Coordinate to Main office for expiration of IQAMA & Passports
- Prepare Time Table schedule for driver's daily task and OT
- Coordinate to accounting departments for leave, vacation and final exit payments
- Monitor & Update Visa applications (coordinating to main office)
- Arrange meeting HR Manager for staff and workers issues and concerns
- Coordinates and implements office procedures

**Saudi Oger LTD.**

**Civil Engineering and Maintenance- Jeddah Kingdom of Saudi Arabia**

Administrative Assistant- Apr 2010- Apr 2011

- Encode and file work permits/ Monthly Comparison of complaint reports,
- Receive phone calls (bookings), Receive complaints Feedback/Update Complaints/Composes Correspondence/ Check Work permits before sign by Supervisor's Master Key Holder (Building 4 and 5)/ Responsible for open request office, laboratories, storage, electrical rooms, catwalks/substations, fan room, pump room

- Prepare request for MR (Materials Request) Check material requisition / Organize schedules, meetings and appointments for Manager's and Supervisor's
- Update and call departments responsible to take action for complaints (HVAC, Electrical, Civil, Plumbing)
- Prepare and Organize schedules/bookings in conference meetings prior to the request of the guest, Maintain variety of files and record

**Bush Garden Europe, Williamsburg VA USA**  
**Amusement Park**

Clerk- Mar 2007- June 2007

- Checks and monitor delivered materials and products (FIFO Procedure)
- Prepare weekly inventory of materials and product
- Maintain confidential files according to record
- Compose Correspondence/ Checking bills, Invoices

**RFP/RFQ  
PORTAL**

- \* Tender Board Bahrain
- \*Ariba Commerce Cloud Gama FTP Server
- \*E Sourcing (Citi bank) / HSBC (Coupa)
- \*Amazon Web Services Siemens Secure File Exchange
- \*SAP Ariba Majid Al Futtaim
- \*SAP Ariba Foulath Holdings
- \*SAP Almarai
- \*FATA EPC
- \*Technip FMC- EPC
- \* Microsoft Visio
- \* Tungsten Network
- \* Aconex (International Bechtel)

**Software**

\*Fleet Manager Pro

**Computer Skills**

- \* Microsoft Outlook
- \* Microsoft Excel
- \* Microsoft Word
- \* Microsoft Visio

**Education**

**De La Salle University Dasmariñas, Philippines**  
Bachelor of Science Hotel and Restaurant Management- March 2007

**Character References**

- \* Mr. Evangelos Hadjisophocleous  
General Manager (Poullaides Construction Company)
  
- \* Harris Poullaides  
Dir. Administrative Affairs (Poullaides Construction Company)
  
- \* Michalis Lois  
Managing Director (Lois Builders CYRPUS/KSA)

**Driving License**

Bahrain and Philippines

**Visa Type**

Family Status

**Clients:**

Royal Court, Edamah, Bahrain Airport Company, BAPCO, Tatweer , Bahrain Defense Force, Eagle Hills, Bareeq Al Retaj, MOH, MOW, MOI, ALBA, Infinity Capital

**Consultants:**

MSCEB, Gulf House Engineering, HAJ, DG Jones, Tebodin Middle East, Arab Architects, BWS, AECOM, DTEB, LEWAN, Bahrain Engineering Bureau, Millet International, Plan Architectural Design, Adel Ahmadi, Al Jazeera Engineering, Mazen, Projects International and Hill International