

# MARIVIC GALLENERO AMBROY

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## **WORK EXPERIENCE**

**Secretary/Document Controller/HR Coordinator**  
**Commercial Department**  
**Redco Construction Almana**  
**Doha, Qatar**  
**December 15, 2016 up to present**

### **Duties and Responsibilities:**

1. Maintains log and keep track of documents submitted for signature.
2. Forwards signed documents (Letter of Intent/Letter of Award/Order Confirmation/Variation Order) to subcontractors for acceptance and distribute same to concerned personnel for ERP entry.
3. Prepares Order Confirmation/Subcontract Agreement as directed by the Senior Procurement Engineer.
4. Coordinates and follow up with subcontractors for the distribution of Subcontract Agreement for signature.
5. Maintains list of advance payments and follow up with QS Division for the certification and Finance Department for payment.
6. Arrange/schedule meetings of Commercial Manager to subcontractors and vendors to finalize subcontract agreements.
7. Arrange/schedule meetings of Commercial Manager to new subcontractors and vendors to introduce their companies.
8. Prepares correspondence and internal office memorandum.
9. Answers the telephone and give information to callers, took messages, or transferred calls to appropriate personnel.
10. Forward Request for Quotations to subcontractors as per project site requirements.
11. Prepares quotation comparison received from subcontractors.
12. Coordinates with HR department for employee requests including preparation of vacation leave, time sheets, renewal of RP/QID, orient and introduce newly hire personnel as well as facilitate request for equipment, and email address and do all other tasks related to all personnel in the department.

**Secretary/IT In-charge/Document Controller/Receptionist**  
**Cybarco Qatar LLC**  
**Doha, Qatar**  
**May 26, 2009 up to December 7, 2016**

### **Projects:**

1. **QATAR AIRWAYS 2 TOWER**  
(JASSIM AL MUSALLAM COMMERCIAL CENTRE (B+G+M+6))  
Airport Road, Doha, Qatar

## **2. EXHIBITION CENTRE AT DOHA HIGH RISE BUILDING OF SHEIKH SAOUD BIN MOHD. BIN ALI AL-THANI**

Dafna Area, Doha, Qatar (Opposite Tornado Tower)

### **A. Secretary to the General and Project Manager/Document Controller**

- Register all incoming and outgoing correspondences, Minutes of Meetings, Drawings & technical submittals.
- Control and track issuance of complete project documentation such as incoming and outgoing correspondence, site instructions, change orders, RFI, Letters, staff daily report, Submittals and other forms of pertinent documents from the client and subcontractors.
- Prepare Technical Submittal and Pre-qualification documents.
- Set-up document control filing system.
- Maintain and update drawing registry.
- Arrange air ticket and hotel bookings for business travels of General and Project Manager.

### **B. Admin. and Accounting Assistant**

- Coordinate company activities/events.
- Prepare payroll of staff and site workers.
- Compute leave entitlement of personnel who are going for vacation.
- Prepares End of service or Gratuity pay of exiting personnel.
- Arrange air ticket for staff who are exiting and going for vacation.
- Maintains personnel files.
- Petty Cash custodian
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### **C. IT In-charge**

- Investigate hardware problems and performs major and minor system hardware and communication connection repairs.
- Install, assemble and configure computers, monitors, network infrastructure and peripherals such as printers, scanners and related hardware.
- Troubleshoot and resolve hardware, software and connectivity problems, including user access and component configuration.
- Respond to inquiries and requests for assistance with the main and site office' operating system and network.
- Assist employees in operation of personal computers, printers and other peripheral equipment

### **D. Receptionist**

- Answer incoming telephone calls determines purpose of calls, and forward calls to appropriate personnel or department.
- Maintain schedules and calendars of meetings and travels.
- Order, receives, and maintains adequate inventory of office supplies.

**Secretary to the Dubai-Branch Manager cum Receptionist  
Citiscap LLC, Dubai, United Arab Emirates  
August 21, 2008 to May 25, 2009**

**Primary Duties and Responsibilities:**

- Answer the telephone, provides information, handle incoming and outgoing fax, taking and relaying messages and directing calls to appropriate personnel.
- Draft, send, receive and arrange all faxes, mails, emails, memoranda and other correspondence.
- Maintain adequate supplies of stationery and stock for the office team including checking supplies, inventory and completing order forms under the guidance of the Finance and Accounts Officer.
- Report any deficiency with regards to office equipment.
- Maintain systematic and orderly filing system.

**Data Controller & Information Technology Specialist  
NATIONAL DAIRY AUTHORITY, Cagayan de Oro City, Philippines  
From June 1997 up to July 25, 2008**

**Data Encoder  
Nestle Philippines Inc., Cagayan de Oro City  
November 1996-January 1997**

**Personal Data**

Age	:	46 years
Date of Birth	:	2 November 1975
Sex	:	Female
Status	:	Single
Nationality	:	Filipino
Religion	:	Roman Catholic
Languages spoken	:	Tagalog and English
Visa Status	:	<b>Transferable with NOC</b>

**Education:**

**Bachelor of Science in Commerce Major in Computer Information System**  
Liceo de Cagayan University, Cagayan de Oro City  
1992-1996

**Special Skills:**

- Administrative skill
- Communication skill
- Proficient in Windows 10 operating system
- Proficient in MS Office (Word, Excel & Powerpoint)
- Proficient in Zoom virtual meeting platform.
- Basic knowledge of AUTOCAD.

**Affiliation:**

- Al-Shaqab Volunteer since December 2015.