

Jen Louis D. Mateo



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📍 West Riffa, Bahrain

📅 12/09/1996

🇵🇭 Filipino

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📄 PROFILE

A hardworking and highly motivated, willing to learn professional with an objective to accomplish long term goals. Seeking a challenging position in a reputable organization to expand and utilize my talent, skills and knowledge. Possess excellent communication skills and have an eye for detail. Flexible to work in any environment as required.

🌐 LANGUAGES

English ● ● ● ● ●

Tagalog ● ● ● ● ●

🎓 EDUCATION

Bachelor of Science in Computer Science

University of Technology - Bahrain

2013 – 2018 | Salmabad, Bahrain

Highschool

Philippine School - Bahrain

A'ali, Bahrain

📁 PROFESSIONAL EXPERIENCE

BAS Development Company - BDC

Aircraft Headset Operator

09/2022 – 02/2023 | Muharraq, Bahrain

- Perform headset and pushback procedure of aircraft with hand signals to the ground pushback driver and captain
- Ensures all ground checks are completed including doors, panels, latches are closed and secured
- Assure that by-pass pin is properly installed
- Maintain proper communication and coordination with the pushback driver and captain

Mix&Match

Secretary

05/2020 – 09/2022

- Support and facilitate the completion of regular reports
- Develop and maintain a filing system
- Manage all incoming enquiries through telephone, email and post
- Provide cover for reception when needed including greeting visitors and respond to enquiries
- Encode data into different computer databases, manage and maintain effective record keeping

Dar SSH International Engineering Consultants

WLL

Junior Project Planner–Project Management Office Systems

01/2019 – 02/2020

- Produce monthly project review reports
- Save/Print PFRs (Project Financial Reports)
- Organize meetings/training
- Create project plans and update planned hours
- Monthly issue of CPU (Centralized Planning Unit)
Tools utilized by Project Managers/Discipline Leads
- Upload PMO reports in SSH SharePoint
- Update Utilization Dashboard for PMO Manager & Resident Director
- Update Billing rate tables in the system (DELTEK)
- Update Compliance reports
- Liaise with the Project Managers and Discipline Leads regarding the project plans

SKILLS

Data Entry & Management

Efficient in accurate data entry and organization

Computer Literacy

Proficient in basic computer operations and software applications.

Microsoft Office Suite

Word, Excel, PowerPoint, Visio, Outlook

Tech Troubleshooting

Capable of resolving common hardware and software issues.

Basic Clerical Duties

Maintaining high quality records in a thorough and organized manner.

Computer Assembly

Join together computer parts and deliver the final product ready for consumer sales.

Email Communication

Effective at professional email writing and management.

Technical Analysis

Hardworking & Efficient worker

Valid Bahraini Driver's License

Quick learner & Adapts quickly in working environment

Work Committed

- Assist in technical preparation for meeting room used by the Project Managers and General Managers
- Maintain and update spreadsheets and databases
- Prepare and format documents in Word and Excel
- Schedule appointments and meetings, and manage calendars
- Transfer data from paper formats into computer files or database systems
- Assist colleagues whenever necessary

ADVANTI

IT Support – Trainee

10/2017 – 11/2017 | Saar, Bahrain

- Repair computers and maintaining computer systems
- Upgrade/Update the software and installing applications
- Encode prices and details of the item for the Inventory
- Assemble computers and troubleshooting devices