



**JIM JOHN M. TONG**

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

**Profile**

Administrator cum Secretary with 8+ 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 Tendering Manager (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 nl section (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 (Building4 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**

- \* Aconex (International Bechtel)
- \* Ariba Commerce Cloud Gama FTP Server
- \* E Sourcing (Citi bank )
- \* 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

**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 KSA)