

RESUME

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ACADEMICS

<i>Education</i>	<i>Tenure</i>	<i>Institution</i>	<i>University</i>
Master of Business Administration – Finance	2007 - 2009	Global Institute, Bahrain	Sikkim Manipal University
Bachelor of Commerce	2001-2004	S.S. Dempo College of Commerce and Economics, Panaji, Goa -India	Goa University

OBJECTIVE

To gain first-hand experience in being part of a dynamic work environment in the local business arena.

COMPETENCIES & SKILLS

- Knowledge of modern office procedures and methods including telephone communications and office systems.
- Ability to establish priorities, work independently, and proceed with duties/responsibilities with minimum supervision.
- Ability to handle and resolve recurring problems.
- Strong sense of teamwork, humor, and loyalty to the organization.
- Commitment to the highest standard of ethical conduct.
- Strong verbal and written communications skills.
- Interpersonal skills including listening skills and relationship management.
- Enthusiastic, self-motivated and goal oriented.
- Ability to successfully manage multiple tasks simultaneously.
- Successfully completed an Internal Audit Course organized by Lloyds Register through Atkins in 2008.
- Knowledge in Primavera Software.
- Completed a Basic Computer Course in MS Word, MS Excel, MS PowerPoint, and the Internet and E-Mail in 2002.
- Completed DSE Assessor Training with Mott MacDonald

WORK EXPERIENCE

Mott MacDonald Limited, Bahrain

June 2019 – to date

- Document Controller

Key Roles – Document Controller – Power Team

- Documentation tracking and management on an excel based document control system, receiving, dispatching, distributing, filing and controlling of all the technical and commercial documents (including drawings) and correspondences.
- Receive and distribute of all expediting documents and correspondences. Distribute and file all engineering and contractor or vendor deliverable documentation in accordance with document management procedures and work instructions.
- Assessment of Sub-Contractor's/contractors/MML Staff Gate passes Application
- Assist in preparation of Monthly Progress reports

Mott MacDonald Limited, Bahrain

June 2015 – to May 2019

- Seconded as Lead Document Controller / Secretary to Director of Strategic Projects Office – Ministry of Housing

Key Roles – Lead Document Controller / Secretary

- Planning, organizing, and coordinating the Document Control function within MoH – SPS Office,
- Control aspects of project documentation on multiple MoH - SPS projects, utilizing various control methods/systems. Ensuring that records are up to date for easy retrieval of information.
- Assisting with the implementation, management and administration of the electronic document management system.
- Assist with the MoH Tender Process; preparing Expression of Interest, Tender Invitation letters; consolidating all queries and clarifications from consultants / contractors; replying to general queries etc.
- Receive, dispatch, distribute all the telephone and email queries.
- Assist in sending out Monthly Progress reports to Project Funders
- Coordination of office activities, Distribution of work among other admin staff, Liaising with other departments of MoH with regards to SPS Staff Access Cards, MoH ID's, Timesheets, IT requirements etc.
- Assist with recruitment of Admin staff and Training new staff with regards to Document Control and other Company Business Management Systems.
- Performing other general secretarial works like filing, organizing meetings, Diary Management, office leave schedule etc.

Mott MacDonald Limited, Bahrain

April 2013 – June 2015

- Employed as an Admin Assistant / Document Controller for Mott MacDonald Limited - an employee-owned management, engineering and development consultancy serving the public and private sector around the world

Key Roles – Document Controller (Dilmunia Health Island, Muharraq)

- Documentation tracking and management on an excel based document control system and PIMS (Company's Project Information Management System) – receiving, dispatching, distributing, filing and controlling of all the Technical & Commercial documents (including drawings) and correspondences.
- Setting up the Project's Filing System
- Typing of site documents and follow up of all the site staff needs.
- Makes sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable.
- Receive, dispatch, distribute and file of all the Site inspection documents.
- Assist in preparation of Monthly Progress reports.
- Generate various document control reports as required.
- Performing other general secretarial works like filing, writing minutes, organizing meetings, Diary Management, sorting telephone bills etc.
- Other administrative works – order and control consumables items, tools and spare parts.

WS ATKINS, Bahrain

February 2007 – November 2012

- Employed as a Project Secretary but have also been performing the duties of a document controller for Atkins - a professional services firm providing engineering, design, planning, project management and consulting services.

***Key Roles – Project Secretary (Saudi Business Development & Masterplanning Department)
(June 2010 – November 2012)***

- Performing similar roles as Document controller
- Assisting in preparation of Business Plans/Presentations
- Providing allocations for Staff to different Jobs, projects etc
- Arranging flights, Hotels, expense claims for the Business Development Manager, Head of Masterplanning and Masterplanning team.
- Collect, compile and dispatch technical and commercial documents for prequalification of vendors and enquiries.
- Receive and control all the technical and commercial bids.

- Receive and distribute of all expediting documents and correspondences.
- Receive, dispatch, distribute and file of all the inspection documents and correspondences.
- Assist in preparation of Monthly Progress reports.
- Assist in Market research and Company Profiling to aid in the Bidding Process.
- Assisted with other aspects of Bidding Process such as creating a consolidated list of all Atkins Projects, gathering other Company Information to add to the Bid Document, coordinating with other department heads in receiving information to be added to the bid document, Contacts etc.
- Assist with recruitment – Choosing the right job description, filling out of Recruitment Authorization forms, setting up Interviews, follow up interviews etc.
- Training new staff with regards to Document Control and other Company Business Management Systems.
- Assist Project Manager and QSE Manager with Internal Audits.
- Assist in Preparing Employee Handouts / Brochures / Client Lists etc for Saudi Office.
- Assist in Converting normal CVs into Company CVs.
- Performing other general secretarial works like filing, writing minutes, correspondence, organizing meetings, Diary Management, stationery requests, sorting telephone bills etc.

***Key Roles –Project Secretary/ Document Controller (Bahrain Bay Project)
(Feb 2007 – June 2010)***

- Documentation tracking and management on an access-based document control system – receiving, dispatching, distributing, filing and controlling of all the Technical & Commercial documents (including drawings) and correspondences.
- Receive and distribute of all expediting documents and correspondences.
- Receive, dispatch, distribute and file of all the inspection documents and correspondences.
- Other administrative works – order and control consumables items, tools and spare parts. Sourcing out information (technical and commercial) of special equipment/materials from local suppliers.

**BAHRAIN SOCIETY OF ENGINEERS (BSE)
July 2006 – October 2006**

- Worked with the training manager as an assistant to provide administrative support. Duties and responsibilities were on the same lines of Bahrain Convention and Exhibition Bureau (BCEB).

Key Roles – Assistant to Training Manger

- Market correspondence played a major role in my work sphere.
- Enter information into training database system to track all training program activities, including curriculum development; scheduling and staffing training sessions; pre-assessment, evaluation, and technical assistance follow-up.
- Type and/or process information such as letters, reports, and presentation and training materials.
- Support the training manager in development of training materials by gathering information and conducting basic research using internal and external sources and creating PowerPoint slides.

BAHRAIN CONVENTION AND EXHIBITION BUREAU

January 2006 – May 2006

Working as an assistant event coordinator was responsible for providing administrative support to the project managers of BCEB. Able to work as assigned on special projects of moderate to a highly skilled nature.

Key Roles – Assistant Event Coordinator

- Duties included preparation of reports and correspondence, database data maintenance, telephone support, meeting coordination and note taking, invoice and check processing
- Responsible for querying data for specific exhibitions.
- Responsible for ascertaining contacts via telephone, email and website for events and seminars.
- Involved in the process of direct mailing.

Bahrain Convention and Exhibition Bureau

Selected to work as a temporary staff for two reputed exhibitions; Intelligent Building & Water Middle East.

Key Roles

- Administered registration activities for delegates.
- Assisted in supporting services for the conference.
- Dispensed clerical duties for pre-event activities.

MIRACLE GRAPHICS

June 2005 – September 2005

Junior Accounting Officer for Miracle Graphics a leading Graphic Printing company in Bahrain

Key Roles – Junior Accounting Officer

- Handle Petty cash.
- Responsible for job cash flow of on a daily basis.
- Monitor Daily Logistics from production facility to Customer location.
- Handle all Job request from sales people concerning production.
- Monitor smooth flow of LPOs from customers to ensure accounting accuracy.
- All clerical works i.e. documentation and filing.
- Also handled the position of an Executive Secretary to the General Manager.

HOBBIES / INTERESTS

Arts, Home Decor, Volunteer Work, Photography, Dancing, Singing and Cooking.

PERSONAL DETAILS

Date of Birth : 23/07/1984
Marital Status : Married
Nationality : **Indian**
Languages : English, Hindi, Konkani

Further information furnished upon request

Sarita Virginia Pires