

**RODERICK M. UNAJan**

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**Objective**

- Seeking the position of **Clerk/Admin Aide**
- Work in a fast-growing and exciting organization with professionals who are eminent in their respective fields.
- **CIVIL SERVICE PROFESSIONAL** Passer 2019

**Personal Background**

- Age : 41 years old
- Date of Birth : November 01, 1981
- Place of Birth : Carmen, Bohol, Philippines
- Religion : Roman Catholic
- Weight : 150 lbs.
- Height : 5'7"
- Health Condition : Excellent
- Citizenship : Filipino
- Passport No. : EC3402080
- Civil Status : Married

**Educational Background**

Education Level	School	Year	Place	Achievement
College	Visayas State University	2017-2019	Leyte, Philippines	Bachelor of Science in Computer Science (4 <sup>th</sup> Year)
Tertiary	ACLC – Tagbilaran	2002 – 2004	Bohol, Philippines	Computer Programming & System Design
Secondary	Saint Anthony's Academy	1994 – 1998	Bohol, Philippines	Secondary education
Elementary	Carmen Central Elementary School	1988 – 1994	Bohol, Philippines	Elementary education

**Professional Excellence Summary**

- Well-versed in **ISO documentation and processing**.
- Knowledgeable in **excel formulas**.
- **Purchasing Officer** Experienced.
- Have comprehensive communicating skills and due business practices.

### **Office Supported Skills**

have known with various useful methods of:

- Documentation and filing
- Knowledge of handling quality photocopy machines and the fax machines
- Able to work in shifts.
- Ability to work under pressure and independently.
- Typing speed of 40wpm.
- Able to prepare the daily report.
- Excellent communication and writing skills.
- Proficient with computer literacy.
- Responsible for other duties as assigned

### **PROFESSIONAL BACKGROUND**

**Experienced abroad:** *(total work experienced abroad: 6.3 years)*

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1.      Period:            06-March- 2023 to present (Admin Aide III – Regular)  
          Position:        Document Controller/clerk *(see attached certificate)*  
          Company:        College of Arts and Sciences (CAS), **Visayas State University**  
          Location:        Pangasugan, Visca, Baybay City, Leyte, Philippines

#### **Duties and responsibilities:**

Document controlling. Scheduling. Clerk.

2.      Period:            07-July- 2022 to 06-March-2023  
          Position:        Document Controller/clerk *(see attached certificate)*  
          Company:        College of Arts and Sciences (CAS), **Visayas State University**  
          Location:        Pangasugan, Visca, Baybay City, Leyte, Philippines

#### **Duties and responsibilities:**

Document controlling. Scheduling. Clerk.

3.      Period:            08-January- 2018 to 2020)  
          Position:        Document Controller/clerk *(see attached certificate)*  
          Company:        Department of Agronomy, **Visayas State University**  
          Location:        Pangasugan, Visca, Baybay City, Leyte, Philippines

#### **Duties and responsibilities:**

Document controlling. Scheduling. Clerk.

4.      Period:            25-June- 2015 to 27-Oct-2016 (total: 1.4 yrs.)  
          Position:        Document Controller *(see attached certificate)*  
          Company:        **Larsen and Toubro Limited Company (L & T)**  
          Client:            Arriyadh New Mobility (**ANM**)  
          Project:          Metro Railway  
          Location:        Riyadh, Kingdom of Saudi Arabia

#### **Duties and responsibilities:**

- Document controlling. Scheduling.

5. Period: 27-Nov- 2011 to 29-Jun-2014 (total: 2.7 yrs.) – (up to Commissioning)  
Position: Planning Assistant (see attached certificate)  
Company: **(KUKJE) GS-SMP-1 Company** (Korean Company)  
Client: Abu Dhabi Oil Refining Company (**TAKREER**)  
Main Con.: GS E&C Company (Korean Company)  
Project: Ruwais Refinery Expansion 2 (**RRE-2**)  
Location: Ruwais Refinery Division, Abu Dhabi - **U.A.E**

**Duties and responsibilities:**

- Scheduling. F.I. Quotation. Monthly invoice making. Daily, Weekly & Monthly Reports. Documentation. Material and Equipment Purchasing. Understands DWG. Work all types of planning work according to order.

6. Period: 7-Dec-2010 to 15-May- 2011 (total: 5 months) - Mission Visa  
Position: Document Controller  
Company: **GS-E&C Company** (E&I Dep't.) (Korean Company)  
Client: Abu Dhabi Oil Refining Company (**TAKREER**)  
Project: Green Diesel Project (**GDP**)  
Location: Ruwais Refinery Division, Abu Dhabi - **U.A.E**

**Duties and responsibilities:**

- Responsible for the establishment of Document Control Procedure. The document control procedure shall include drawing schedule control procedure, document submittal, and receipt procedure, secrecy observation procedure, and document status indication procedure.
- Ensure all submissions are submitted promptly, appropriate approval/rejection are obtained and formally recorded, and that changes and revisions are managed as part of the document control process.

7. Period: 11-July- 2009 to 09-March-2010 (total: 7 mos. & 3 wks)  
Position: Document Controller  
Company: **Consolidated Contractors Group S.A.L. (CCC) / Teyseer Contracting Company (TCC) – Joint Venture**  
Client: **Qatar Petroleum (QP)**  
Project: Ras Laffan Port Expansion Project (RLP-EP)  
Location: Ras Laffan Industrial Avenue, Alkhor, **State of Qatar**

**Duties and responsibilities:**

- Responsible for the establishment of Document Control Procedure. The document control procedure shall include drawing schedule control procedure, document submittal, and receipt procedure, secrecy observation procedure, and document status indication procedure.
- Ensure all submissions are submitted promptly, appropriate approval/rejection are obtained and formally recorded, and that changes and revisions are managed as part of the document control process.
- Coordinate all activities related to the Document Control procedure, including technical documents, drawings, and commercial correspondence.
- Input document data into the standard registers ensuring that the information is accurate and up to date.
- Generate the various document control reports as required.
- Makes sure that controlled copies of the latest approved documents and drawings are given to the appropriate staff, subcontractors, and suppliers as applicable.
- Maintain updated records of all approved documents and drawings and their distribution.

- Maintain the documents and drawings in the Document Control office under safe custody without any damage or deterioration with easy traceability.
- Maintain the files and control logs as required by the project.
- Maintains and manages all important documents either for a particular project or the whole organization and assures that it is easily accessible and stored.

8. Period: 06-July-2008 to 10-July-2009 (total: 1yr. & 4 days)  
 Position: Document Controller  
 Company: **Consolidated Contractors Group S.A.L. (CCC) / Chiyoda Technip Joint Venture (CTCV) – Joint Venture**  
 Client: **RASGAS**  
 Project: QCS Project  
 Location: Ras Laffan Industrial Avenue, Alkhor, **State of Qatar**

**Duties and responsibilities:**

- Coordinate all activities related to the Document Control procedure, including technical documents, drawings, and commercial correspondence.
- Input document data into the standard registers ensuring that the information is accurate and up to date.
- Generate the various document control reports as required.
- Typing of site documents, and following up on all the site needs
- Makes sure that controlled copies of the latest approved documents and drawings are given to the appropriate staff, subcontractors, and suppliers as applicable
- Maintain updated records of all approved documents and drawings and their distribution clearly
- Maintain the documents and drawings in the Document Control office under safe custody without any damage or deterioration with easy traceability.
- Maintain the files and control logs as required by the project.

**LOCAL EXPERIENCE:** *(Philippines Only)*

September 5, 2007, to December 2, 2007: Work as Census Enumerator for the **National Statistics Office (NSO)**, Tagbilaran City Bohol, Philippines with the following responsibilities:

- Surveying the exact population in the designated area.
- Monthly reporting of census status.

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May 11, 2006 to May 20, 2007: Work as Layout Artist (Magazine) for **The Guardian Balita** News Paper, G/F Nellan's Pharmacy Rizal Avenue, San Pedro District, Pagadian City, Philippines with the following responsibilities:

- Creating and making layouts of weekly issue newspaper magazine.

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September 02, 2005 to January 15, 2006: Work as a Data Encoder for the **Department of Public Works and Highways - DPWH** Pagadian City, Philippines with the following responsibilities:

- Entering data and file control under Material Department.

### **Attended Seminars**

- International Society of Safety Practitioners Training in **Doha, State of Qatar**
- Scaffolding training in **Keppel Cebu Shipyard, Philippines**
- Blasting training in **Keppel Cebu Shipyard, Philippines**
- Census Population (PopCen2007) Seminar, **Philippines**
- Multimedia Enhancement Training, **Tagbilaran City, Bohol, Philippines**

### **Personal References:**

- **Dr. Charis B. Limbo-Rivera**, Director, Institute of Human Kinetics, Visayas State University
- **Dr. Ma. Theresa P. Loreto**, College Dean, College of Arts and Sciences, Visayas State University
- **Dr. Ulysses A. Cagasan**, Department Head, Agronomy, Visayas State University
- **Mr. Franco Cetrangolo**, Plant & Machinery Manager, ( ANM METRO RAILWAY PROJECT), Riyadh, Kingdom of Saudi Arabia.
- **Mr. Young Hun Kang**, Construction Manager GS-SMP-1, (RRE-2), Ruwais Refinery Division Abu Dhabi U.A.E.
- **Mr. Chan Ho, Shin**, Site Manager GS E&I-1, Green Diesel Project (GDP) Ruwais Refinery Division Abu Dhabi U.A.E.
- **Mr. Cheolho Lee**, Planning Manager GS E&I-1, Green Diesel Project (GDP) Ruwais Refinery Division Abu Dhabi U.A.E.
- **Nabil Hariz**, Project Director, CCC-RLP Project Ras Laffan Avenue Doha, State of Qatar
- **Mr. Ihab Zaki Alsharif** , Project Manager, Consolidated Contractors Int'l Co. (CCIC) Teyseer Contracting Company W.L.L. – J.V. P.O. Box 22056 Doha, State of Qatar
- **Mr. Nasr Megbel Ahmad**, Project Engineer, Civil Dept. – Asphalt Plant CCC-RLP Project Ras Laffan Avenue Doha, State of Qatar
- **Christopher C. Corgue**, Publisher/Editor, The Guardian Balita Pagadian City Philippines