

Rommel Arenas Orosa

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Objective:

A career that will give the opportunity to use my talent while further developing my potential abilities so that I can widen my knowledge and improve myself as I accomplish my work.

Personal Data:

Date of Birth	:	September 10, 1978
Place of Birth	:	Batangas City
Age	:	41 yrs. old
Sex	:	Male
Citizenship	:	Filipino
Religion	:	Roman Catholic
Special Skills	:	Highly Responsible, Hardworking Computer Literate (MS Word, Excel, Access, Power Point)

Work Experience:

UBER Philippines	Operator/Driver July 27, 2015 – Present Manila, Philippines
Hyundai Engineering & Construction Co., Ltd	QA/QC Document Controller September 23, 2013 – March 2, 2015 Musandam, Oman

Duties and Responsibilities:

- Ø Responsible for establishing and maintaining an effective document control system. Ensuring that all design documentation is accurate, up to date and accurately distributed to relevant parties.
- Ø Scanning in all irrelevant new documents.
- Ø Responsible for maintaining hard copy information.
- Ø Presentation and filing of documents and drawings.
- Ø Issuing and distributing controlled copies of information.
- Ø Managing and maintaining a Meridian document control system.
- Ø Provide advice and procedures of issue and methods in accessing the system.
- Ø Ensuring all documents are as up to date as possible within electronic filing system.

Field Works:

- Ø Checking the pipe once it is already cut and proper welded.
- Ø Checking pipe if what is the correct pipe that should be cut and weld.

Hyundai Engineering & Construction Co., Ltd.	Pipe Fitter September 15, 2012 – March 10, 2013 Habshan – 5 Utilities & Officesites Project (IGD5 – Site) UAE, Abu Dhabi
Hyundai Heavy Industries CO. Ltd.	PC Operator January 20, 2011 – February 2012 Qatar Shell Pearl GTL Project, RasLaffan Industrial City Doha, Qatar
Manpower Outsourcing Services Inc.	Data Encoder March 6, 2007 – November 12, 2010 14 th /Flr. Bankmer Building Ayala Avenue, Makati City 878-27-00
BoehringerIngelheim (Phil.) Inc.	Data Encoder March 1, 2004 – March 5, 2007 23 rd /Flr. Citibank Tower Paseo de Roxas, Makati City 867-08-00
Net Explore I-Café	Computer Attendant June 2003 – February 2004

Educational Background:

Tertiary	Sts. John and Paul Colleges Halang, Calamba Bachelor of Science in Respiratory Therapy 1995 – 2000
Secondary	St. Theresa's Academy Bauan, Batangas 1991 – 1995
Primary	St. Theresa's Academy Bauan, Batangas 1987 – 1991

Seminars and Training Attended:

Pamana Golden Care Hospital
Angeles, Pampanga
June 1999 – July 1999

Pamana Golden Care Hospital
Halang, Calamba
July 1999 – December 1999

Mercado General Hospital
Tanauan, Batangas
December 1999 – February 2000

De Los Santos Medical Center
Quezon City
February 2000 – March 2000

Character Reference:

Ronell Lingao
Business Intelligence Manager
Boehringer Ingelheim (Phil.) Inc.
23rd/Flr. Citibank Tower
Paseo de Roxas, Makati City

Candy Poblete
Consultant
Manpower Outsourcing Services Inc.
14th/Flr. Bankmer Building
Ayala Avenue, Makati City

Monaliza Cuevas
Medical Doctor
Calamba Doctors Hospital
Cuevas Medical Clinic
2806 Cabrera St.
Pasay City