

CAREER SUMMARY

A qualified and dedicated administrative professional with high dedication and motivation levels seeking a position in one of the best and reputable organization. Exhibited outstanding customer service skills with proven success in managing multiple priorities in fast paced environment.

CONTACT

@ ralphmoncafirma@gmail.com

📞 (971) 564066366 / 568114518

Hamdan Street, Abu Dhabi, UAE



EDUCATION



INTERNATIONAL SCHOOL OF ASIA AND THE PACIFIC

Bachelor of Science in Hospitality Industry Management

2013

LATIN AWARD: CUM LAUDE



DIPLOMA IN ENVIRONMENTAL SAFETY

Greenworld Group Consultancy, Dubai

2017

AWARD: DISTINCTION

RALPH BOY MONTERO CAFIRMA

DOCUMENT CONTROLLER
EXECUTIVE SECRETARY
HR AND ADMINISTRATIVE ASSISTANT



HIGHLIGHTS OF QUALIFICATION

Professional:

- ACONEX
- Project Management, Administration & Front Office Services
- Safety Certification with NEBOSH and IOSH / OHSAS 18001
- Microsoft Programs (Outlook, Excel, Word, PowerPoint)
- Computer Literate, Adobe PDF, Photo & Video Editing
- Interpersonal Skills / Organizational Skill
- Problem solving skills & Strong communication skills

Personal:

- Fast learner and accurate.
- Consistently striving for continuous improvement of high level of professionalism.
- Exceptional communicator who effectively conveys information.
- Proactive, approachable, with great attention to detail & a professional attitude.
- Possessing an enthusiastic management style that keeps all staff engaged.
- Logical, passionate and determined when approaching problems.

WORKING EXPERIENCE

DOCUMENT CONTROLLER CUM HR &ADMIN ASSISTANT

ENERVO Contracting and General Maintenance

ABU DHABI, UAE

(August 2022- present)

Duties and Responsibilities:

- Directly reporting to the COO & Project Managers.
- Responsible for accurate and efficient preparation and management of documents.
- Controlling the numbering, sorting, filing, storing and retrieval of both electronic and hard copy documents produced by technical teams, projects, or departments.
- Ensuring office supplies are maintained, including checking inventory.
- Occasionally traveling off-site to deliver reports or files to other departments.
- Ensuring the confidentiality and security of files and filing systems.
- Coordinating schedules, arranging meetings, distributing memos and reports.
- Collecting, scanning, and uploading documents following set procedures.
- Assisting HR Department for daily administrative task.

DOCUMENT CONTROLLER CUM EXECUTIVE SECRETARY

SPAZIO Design and Build International

ABU DHABI, UAE

(August 2020- 2022)

Duties and Responsibilities:

- Operating copy equipment, fax machines, printers, or other equipment necessary.

- Ensuring all technical documents such as invoices, reports, drawings, and blueprints, are collected.
- Using ACONEX Document Management for everyday operations, maintenance, and quality control.
- Drafting, checking, printing, and receiving of letter.

YEAR	PROJECT	CLIENT	CONSULTANT/ CONTRACTOR
2019	BATEEN VILLAGE VVIP VILLA	YOSH INTERIOR	ALBA-TEC
2020	HUDAYRIAT ISLAND CAMPSITE: LANDSCAPING AND INFRASTRUCTURE WORKS	MODON	HILALCO
2020	AL RAHA BEACH TOWERS C10, C11, C12 & C15	LINK INTERNATIONAL	CIVILCO
2020	FIVE RESIDENTIAL VILLA'S AT NADD AL SHIBA, DUBAI		HOURIE & J&D GULF
2020	IRAD- PRIVATE VILLAS AT SECTOR W62, PLOT. NO. 20	HH SHEIKH ESSA AL NAHYAN	109 ARCHITECTURES
2020	THE MAKERS' DISTRICT – THE PIXEL AL REEM ISLAND	IMKAN	CNTC ROYAL
2022	AL GURM VVIP VILLAS		MZ ARCHITECTS

INVENTORY CONTROLLER CUM ADMIN ASSISTANT

Adam and Eve Est

(December 2017- April 2020)

Duties and Responsibilities:

- Coordinating all activities related to inventory & purchasing Control procedure, including technical documents, invoice, and reports.
- Inputting document data into the standard registers ensuring information is accurate and up to date.
- Generating various document control reports and presentations as required.
- Typing of site documents, and follows up of all the site needs with the in-charge staff.
- Maintaining updated records of all documents and their distribution clearly
- Maintain the files and control logs as required.

ADMIN ASSISTANT

The Lounge Executive

(March 2015- 2017)

Duties and Responsibilities:

- Maintaining store facilities to ensure smooth functioning.
- Responsible for up keeping of various appropriate records of materials received.
- Receiving deliveries of new equipment and ensured that all the supplies were in proper order.
- Issuing supplies as per the demand of the clients and maintained records of payments.
- Maintaining the budget of all the expenditures incurred and presented same to store managers.
- Monitoring the functioning of store equipment and reported problems and failures to the supervisor.
- Performing bookkeeping, filing, and clerical duties.

PERSONAL DATA

Date of Birth : September 11, 1993
 Citizen : Filipino
 Civil Status : Single
 Language : English, Filipino

TECHNICAL TRAININGS

- ✓ Front Office Services (OPERA Training, Reservation, check in and Check Out)
- ✓ National Examination Board for Occupational Safety and Health International
- ✓ Environmental Safety Training
- ✓ Occupation for Safety and Health- Managing Safety
- ✓ National Trainer Certificate in Food and Beverage Services