

Cyrus Palermo Lugo

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Career Objective: Secure a responsible opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

Work Experience:

Administrative Officer

JNLS Construction

Ormoc City, Philippines

January 2017 – July 2023

- Prepare reports and data of a complex nature for the department.
- Managing office supplies and ordering new supplies as needed.
- Answering phone calls, responding to queries and replying to emails.
- Maintain and update company databases and office policies.
- Preparing presentations and reports
- Organizing an efficient filing system for maintaining confidential and important company documents.
- Establish work priorities and ensure deadlines are met and procedures are followed.
- Coordinate and plan for office services such as accommodations, supplies, forms, maintenance and security services.

Occupational, Safety and Health In-Charge

SUMISETSU Philippines, Incorporated

(A subsidiary of Sumitomo Densetsu Co., Ltd. of Japan)

September 2012 – December 2016

- Performs Daily Toolbox Meeting every morning, before work.
- Educates all personnel on regards of their daily safety practices at works.
- Educates every newly hired personnel for orientation
- Implement safety awareness and safety programs to all subordinates.
- Prepares and submits Daily Activity and Manpower Monitoring Report to the office
- Conducts Safety Patrol and Quality Target on the area of responsibility.
- Ensure safety of all workers in coordination with project engineers and managers.
- Observes and complies with existing company codes, policies, agreements, rules and regulations.
- Analyzes and prepares risk assessment of every activity of the project.
- Supervises and initiates research studies on safety subjects to recommend measures and procedures intended and to prevent or eliminating unsafe working conditions and procedures.

Administrative Assistant

ARABTEC Construction LLC, Slipform Division, Precast Factory, Dubai, UAE

August 2007 – January 2012

- Responsible for all personnel in the divisions' contracts (e.g. passport and visa, employment contracts, health cards and medical tests).
- Distribution of manpower's to different site allocations.
- Coordinating with Slipform personnel in regards to invoicing, salaries and bonuses of staffs and crews outside UAE projects
- To act as liaison with all related governmental bodies and regulating agencies
- Posting of all Safety signs and important concerns visible to workers in the hazardous areas.
- Collects the monthly progress report in each project from the site supervisors.
- Submits monthly report to the accounts for billing purposes.

- Receiving and making calls for materials to deliver and received.
- Preparation of Store Receipt Voucher to be submitted to the accounts.
- Perform requisitions of materials and tools needed on the project site and its specifications.
- Responsible for incoming and outgoing of all materials in the store to be used at site.
- Responsible for keeping all data of the stocks and updates files.
- Controlling the movements of inventory.
- Responsible for the receipts, storage and issuance of all materials and tools.
- Responsible for the overtime worked and gives points to their individual timecards.

Skills:

Quick learner and effective planner
Creative problem solver
Multitasker with strong attention to details
Proficient in Both oral and written communication
Team Player
Willing to be trained and fast learner
Ability to work and dependable
Customer Service
Trustworthy

Educational Background:

Bachelor of Science in Business Administration
University of the Visayas
Colon St. Cebu City, Philippines