



## **ELAINE S. SORIA**

**Address:** Building No. 20, Street 992, Zone 39, Al Nasr, Doha, Qatar

**Phone:** +974-66089644

**Email:** [elaine.soria88@gmail.com](mailto:elaine.soria88@gmail.com)

### **PROFESSIONAL SUMMARY**

---

A registered Civil Engineer in the Philippines with 6+ years of experience in metal fabrication, building and road maintenance. Currently working as an Admin Assistant in a car rental and leasing company. Capable of working field and office works. Committed to providing high quality service in every task that entails me to do.

### **WORK HISTORY**

---

#### **ADMIN ASSISTANT**

**Rental & Leasing – Procurement Section**

**Auto Premier Rent A Car (Auto Z Automotive Group W.L.L.)**

**Birkat Al Awamer, Logistics Park A**

**October 2018 to Present**

- Stay up to date of insurance and registration renewal of all vehicles;
  - Ensuring the insurance and registration of all vehicles are updated.
  - Updating the new insurance and registration in excel sheets and CarPro System.
- Preparing purchase orders and sending copies to departments originating requests;
- Maintaining appropriated records to ensure accurately documented for accountability and audit purpose;
- Organizing files (Customers' Company Legal Documents);
- Communicating customers regarding traffic violations acquired and any other traffic issues;
- Making Master Agreement between First and Second Party for leased vehicles;
- Dispatching rental and traffic invoices;
- Purchase airline tickets and other travel tickets when necessary;
- Substitute Secretary whenever the Executive Secretary of Deputy CEO is on leave.

## **ENGINEERING COACH**

**Sumifru (Philippines) Corporation**

**Davao City, Philippines**

**April 2011 – November 2017**

- Prepared operating work plans for the effective implementation of engineering practices and standard operating procedures in area of responsibility;
- Prepared program of work and estimates of materials and labor;
- Maintained the good condition of the engineering facilities within the plantation to avoid possible causes of delays during operation;
- Conducted actual survey on areas covered by proposed projects;
- Exercised administrative control and supervision over the Engineering Department operations and personnel under my responsibility, including enforcement of company policies with respect to employee performance, training, job movements, discipline, motivating employees for peak productivity and performance, and other personnel and administrative matters;
- Daily assigned engineering employees for a particular job/task according to priority;
- Requested materials through SAP for all operations;
- Managed in-going and outgoing of materials in the Warehouse;
- Prepared report of accomplishments daily.

## **SKILLS**

---

- Knowledgeable in Microsoft Office (MS Word, Excel, Power Point)
- SAP Operation
- CarPro System
- Adaptability
- Health and Safety Awareness
- Critical Thinking and Problem Solving

## **EDUCATION**

---

**Bachelor of Science in Civil Engineering** – April 2010

University of Southern Mindanao, Philippines

## **CERTIFICATIONS**

---

**Registered Civil Engineer (Philippines)** – November 2010

**Basic Occupational Safety and Health (Philippines)** – October 2016

**Safety Officer Training Nebosh IGC (Qatar)** – March 2018

## **CHARACTER REFERENCES**

---

Available upon request.