

# Qualifications Summary

- Proficient in MS Office (Word, Excel, Power Point, Outlook).
- Knowledge in use latest documentation software's (E-BUILDER, Oracle R12 Implementation, EO Portal, Aconex).
- Provide a clear record of approved deliverables over the life of the project.
- Ability to organize work load and manage a filing methods and management techniques.
- Ability to use computer and rapidly input data and retrieve records and information.
- Experience of handling Site Document Control team.
- Possess excellent leadership and interpersonal skills for managing work and tasks.
- Can handle work with minimal supervision and trustworthy.

## Education

**2008-2012**

**Bachelor of Science in Industrial Technology**

Nueva Ecija University of Science and Technology

## Trainings

- QMS Internal Training (ISO9001:2015, ISO14001:2015 and OHSAS18001:2007) TUV Middle East
- ERP-Oracle R12 Implementation (Oracle Database) e-Transform, Infosys, Al-Ghurair Business Center, Dubai, UAE
- IOSH MANAGING SAFETY Proactive Consultancy Dubai, UAE.

## Work Experience

- 2023 - Present**
- 1. Securitas Technology Canada**
    - Installation Coordinator (Full Time)
    - August 2023 - Present
    - 10509 170 St NW, Edmonton, AB, T5P 4W2
  - 2. McDonald Canada**
    - Service Crew (Part Time)
    - August 2023 - Present
    - Edmonton, AB
- 2021-2023**
- 3. Al Sahel Contracting LLC**
    - Secretary / Site Administrative
    - June 2021 – Jun 2023
    - Dubai, UAE
    - <https://alsahelcon.com/>
- 2017-2021**
- 4. Engineering Contracting Company**
    - Assistant Production Coordinator
    - Nov 2017 - Jun 2021
    - Dubai, UAE
    - <https://www.eccgroup.ae/en>
- 2015-2017**
- 5. Al-Ghurair Contracting Aluminium**
    - Department Secretary/Document Controller-AGCA Production
    - Dec 2015 - Oct 2017
    - Dubai, UAE
    - <https://www.al-ghurair.com/en>

# Lee Mar C. Santillan

Administrative Assistant /Data Entry

## Contact

### Phone

+971 544407134

### Email

leemar\_santillan@yahoo.com

### LinkedIn

<https://www.linkedin.com/in/lee-mar-santillan-b746278a/>

### Address

10145 113 St #202,  
Edmonton, AB T5K 1P1,  
Canada

## Skills

- Database Management
- Microsoft Office
- Adobe Illustrator
- Customer Service
- Verbal and Written Communication

## Language

- English



# Personal Details

## Date of Birth

February 20, 1990

## Nationality

Filipino (Philippines)

## Total Experience

9 Years

## Marital Status

Married

## Driving License

(UAE) 3871186 & Philippines

## Strengths

- **GTD (Get things done)**

Results driven, with strong project management skills and EQ to work effectively across functions.

- **EQ**  
Strong emotional intelligence in working cross-functionally to project manage.

## Industries Expertise

- **Constructions**
- **Automotive Industries**
- **Manufacturer / Production**

## Nature of Duties Handled

- Prepare Daily Reports for submission to the Client / Consultant.
- Prepare and ensure timely response of incoming and outgoing Letter Correspondence / Memo of Company, Consultant, Vendors, Client/Consultant and Authorities.
- Arrange meeting and prepare minutes for various meetings (Construction Kick-off, Progress Meeting, Operations Managers Meeting, etc.).
- Handle site Petty Cash and conduct periodic reconciliation of Cash-on-Hand against invoices and other documents.
- Coordinate with drivers for transportation arrangements (Client / Consultant / Contractor).
- Apply Notice of Absence, Post Absence and Leave Applications for site Staff in the System.
- Request for Documents (Passport, Salary Certificate, etc.) in the System on behalf of site staff.
- Follow-up evidence submission of Auditee for closing of CARs in the System.
- Raise and respond to SR - Workmanship issues in the System.
- Ensure that information (like CIR, Manpower Transfer Letter) are communicated to the concerned employee.
- Prepare Saturday Off/Working Schedule for Staff.
- Maintain and monitor the Authority Logs.
- Prepare Authority Fee and Authority Fine in the System.
- Maintain Office Stationery items and accept GIV issued by Storekeeper.
- Update the Outward Registers based on the created Letter Correspondence, Memos, etc.
- Initiate Supplier and Subcontractor Evaluation in the System.
- Maintain and monitor the Project Mobilization Checklist during Mobilization Stage.
- Maintain and monitor the Project Closeout Checklist during Handing-Over Stage.
- Attend to incoming and outgoing calls.
- Update the Contact List regularly (Employee, Subcontractors, etc.).
- Submit weekly and Monthly Reports to the Client / Consultant.
- Prepare, submit and update Confirmation of Verbal Instruction. Upon receipt from Client / Consultant, circulate and update in the System.
- Prepare and submit Request for Information. Upon receipt from Client/Consultant, circulate and update in the System.
- Prepare Prequalification Submittal.
- Coordinate with Subcontractors for submission of document and drawings submittals (Material, MIR, IR, MS, Prequalification, and Shop Drawing).
- Handle site admin work in coordination with Project Manager.
- Initiate entry of Annual leave plan in ERP.
- Circulate correspondences and submittals.