



Genrey Bayer

LICENSED PROFESSIONAL TEACHER Document Controller

My Contact

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📍 San Luis, Antipolo City

Skills

- Proficient Microsoft Office (Word, Excel, PowerPoint and Outlook).
- Computer literate
- Knowledgeable in Electronic Document Management Systems such:
 - ALIM (Asset Life-cycle Information Management)
 - InEight
 - ProjectWise
- Observant / Keen to details
- Decision making
- Communication
- Multi-tasking
- Team Player

Education Background

- Northeastern Mindanao Colleges
Bachelor of Secondary Education (Unit Earned)
Completed in 2023
- Surigao State College of Technology
Bachelor of Science in Information Technology
Completed in 2019
- Surigao State College of Technology
Diploma of Technology in Information Technology
Completed in 2011

Objective

My professional objective is to work for a respectable company with a welcoming workplace and challenging chances to contribute to the growth of the company.

Professional Experience

CADDS Group | Document Controller

2021 – Present

Client - RioTinto Iron Ore - Australia

Key responsibilities:

- To maintain project documents.
- To ensure that accurate information is distributed throughout an organization, on time to designated personnel who needing it.
- To cater all the needs of the clients in terms of documents by uploading, downloading, keeping records in safe and secure storage.
- To keep documents updated and organized for a firm using document management software ALIM (Asset Life-cycle Information Management) System.

DILG | Contact Tracer

2020 – 2021

Key responsibilities:

- To trace a person who got infected of the Sars CoV 2.
- To stop or contained from spreading the virus.
- To consolidate all the cases in the entire city
- Making an update to the Philippine National Police – Surigao City Division, DOH Caraga Surigao del Norte, City Health Office (CHO) and to the Department of Interior and Local Government – Surigao del Norte.

Sungdo Engineering Inc. Ltd. | Worksite Supervisor/Document Controller

2015 – 2017

Key responsibilities:

- To supervise and coordinate the daily operations of a worksite to ensure a high level of performance and compliance with health and safety guidelines. Site Supervisors typically work on worksites in the building and construction industry.
- Developing and implementing systems and procedures that enable tradespeople and employees to carry out their tasks in the most efficient way.
- Evaluating hazards, controlling risks and undertaking regular inspections of systems and equipment.
- Arranging preventative maintenance of machinery as required.
- Working closely with senior management and stakeholders to ensure a safe and efficient operation of the site.
- Maintain accurate records.

DATEM Inc. | Head Timekeeper

2012 - 2015

Key responsibilities:

- Maintaining an accurate record of labor hours worked by each employee on each job site.
- Communicating with supervisors to provide updates on work progress or any issues that arise.
- Payroll administration, including tracking employee hours and pay rates, calculating overtime pay, and submitting payroll information to state agencies.
- Calculating timecards based on work orders, including start and end times, breaks, and lunch hours.
- Recruiting, hiring, and training new timekeeping staff members as needed
- Making sure that timekeeping records are stored securely.
- Monitoring timecards for accuracy and making any necessary adjustments.
- Reporting any timekeeping irregularities to supervisors for further investigation
- Recording timekeeping data on spreadsheets or other computer software programs

Innodata Knowledge Services Inc. | Production Associate

2011 - 2012

Key responsibilities:

- To ensure the accuracy of the context of the book between hard copy and the e-book.
- To extract the contents of the book by using Adobe Reader PDF.
- Tagging or coding Php codes using enotepadsuites editor.

Character References

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