

Julio Suan Bahala

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Objective:

To be able to explore and enhance my knowledge and capabilities in different fields of work where I can deliver my service to be best of my ability

Summary of Qualifications:

- Over 20 years' progressive experience in performing as Facilities Manager, Admin Assistant / Document Controller, Site Admin Assistant in MEP (Mechanical, Electrical, Plumbing) company in Qatar. School Disbursing Officer / Cashier, and bookkeeping activities with a strong technical accounting skills, Computer Teacher, School Office Clerk and Local Civil Registrar Office Clerk.
- Computer: Extremely proficient in Microsoft Office, Word, Excel, Power Point, Internet, E-mail and selected job specific software, rapidly input data, retrieve records and information
- Ability to keep clear and accurate records, reports and other documents
- Ability to organize, prioritize and work under extreme work pressure, heavy work load and deadlines
- Communication: Able to work and converse efficiently with all levels of colleagues, clients and other external contacts.
- Performs many maintenance, safety and management tasks that promote a clean and safe working environment for the building's employees.

Professional Experience:

Facilities Manager (May 2020 – Present)

Al Emadi Enterprises / Alhazm Mall Project, Qatar

- Delegating cleaning and maintenance tasks to team members
- Monitoring the safety and cleanliness of interior and exterior areas, such as offices, conference rooms, parking lots and outdoor recreation spaces
- Performing routine maintenance on facilities and making repairs as needed
- Scheduling routine inspections and emergency repairs with outside vendors
- Ensuring proper security measures for the workplace, including collaborating with security system vendors or a team of security professionals
- Maintaining day-to-day operations of facilities, such as delegating or completing maintenance orders
- Creating reports on maintenance, repairs, safety and other occurrences for supervisors and other relevant staff
- Preparing facilities for changing weather conditions
- Collaborating with building owners and upper management on budgeting for facilities needs.

Admin Assistant / Document Controller (March 2016 – April 2020)

Al Emadi Enterprises / Alhazm Mall Project, Qatar

- Maintains and manages all important documents either for a particular project or whole organization and assures that it is easily accessible and stored
- Coordinates with the different departments within an organization and ensures that documents are kept in the right location and are accessible to all internal services
- Key function of construction management for it can help crews adhere to project timelines
- Clerical specialist to manage various aspects of document control including document archiving and imaging
- Directly report to the project manager and responsible for accurate management and safeguarding documentation
- Issuing general work permit of the project, filing records of manpower works and time through database.

Site Admin Assistant / Document Controller (March 2015 – March 2016)

Abantia Tempo L.L.C. (MEP), Qatar

- Coordinate all activities related to the Document Control procedure, including technical documents, drawings, and commercial correspondence
- Input document data into the standard registers ensuring that the information is accurate and up to date
- Generate the various document control reports as required
- Typing of site documents, and follow up of all the site needs
- Makes sure that controlled copies of latest approved documents and drawings are given to the project engineer.
- Maintain updated records of all approved documents and drawings and their distribution clearly
- Maintain the documents and drawings in the Document Control office under safe custody without any damage or deterioration with easy traceability, maintain the files and control logs as required by the project.

Document Controller (November 2014 – March 2015)

The Canadian Company for Promoting Projects (MEP), Qatar

- Maintaining a tracking facility to enable documents to be updated easily, scanning in all relevant new documents
- Checking despatch documents are accurate, presentation and filing of documents and drawings
- Responsible for maintaining hard copy and softcopy information
- Issuing and distributing controlled copies of information, managing and maintaining a Document Control System.

School Disbursing Officer / Cashier (June 2008 – August 2014)

Department of Education (DepEd)

Commonwealth National High School, Aurora, Zamboanga del Sur

- Processes disbursement voucher for payment, prepares remittance for salary deductions
- Examines payrolls, vouchers and verifies completeness of supporting documents, accuracy of computations, proper account classification and cash availability
- Issues check and disburse payment to the payees with completed supporting documents of vouchers
- Releases salaries and incentives of employees and verifies the signature of claims
- Sorts and files copies of paid payrolls and vouchers, communication, records and reports
- Assist in the recording of financial transactions in proper journals, maintains records of changes and deductions
- Prepares daily balances, abstracts and summaries of documents, collections, claims, cash sales and other accounts.

School Disbursing Officer / Cashier (November 2007 – May 2008)

Department of Education (DepEd)

Tukuran Comprehensive National High School, Tukuran, Zamboanga del Sur

- Processes disbursement voucher for payment, prepares remittance for salary deductions
- Examines payrolls, vouchers and verifies completeness of supporting documents, accuracy of computations, proper account classification and cash availability
- Issues check and disburse payment to the payees with completed supporting documents of vouchers
- Releases salaries and incentives of employees and verifies the signature of claims
- Sorts and files copies of paid payrolls and vouchers, communication, records and reports
- Assist in the recording of financial transactions in proper journals, maintains records of changes and deductions
- Prepares daily balances, abstracts and summaries of documents, collections, claims, cash sales and other accounts.

Computer Teacher / Physical Education Teacher [Contractual – Provincial Paid] (June 2005 – June 2007)

Department of Education (DepEd)

Tukuran Comprehensive National High School, Tukuran, Zamboanga del Sur

- Preparing and delivering lessons to a range of classes of different ages and abilities
- Marking work, giving appropriate feedback and maintaining records of students' progress and development
- Researching new topic areas, maintaining up-to-date subject knowledge, devising and writing new curriculum materials
- Preparing students for qualifications and external examinations
- Managing students behavior in the classroom and on school premises, and applying appropriate and effective measures in cases of misbehavior.

Computer Instructor [Part Time] (October 2003 – March 2005)

J.H. Cerilles State College, Tukuran, Zamboanga del Sur

- Educate students on how computers work, from the basic science and mathematics behind their operation to the actual hardware and the software built on those foundations
- Teach students about computer science, which is the study of how computer process and store information.

School Office Clerk [Contractual] (August 2001 – May 2005)

Tukuran Comprehensive National High School, Tukuran, Zamboanga del Sur

- Perform clerical activities of a school to support principal
- Entering data, maintaining records and teachers files, managing hard copies, scanning documents and handling other data-related tasks.

Local Civil Registrar Office Clerk [Contractual] (May 1999 – June 2001)

Local Civil Registrar, LGU Tukuran, Zamboanga del Sur

- Recording and filing copies of specific information and records regarding birth certificates, marriage certificates & death certificates.
- Ensuring the accuracy and completeness of each record
- Issuing certificates or copies of the birth certificate, marriage certificate and death certificates records upon request.

Education:

College **Bachelor of Science in Business Administration – Computer Science**
Saint Columban College (1994-1999)
Alano St., Pagadian City
w/ **units earned of Bachelor of Secondary Education**

Secondary **Star of the Sea High School** (1990-1994)
Tukuran, Zamboanga del Sur

Eligibility: **Career Service Professional** (Rate: 82.43)
November 22, 2001, CSC Regional Office No. XI, Davao City

Skills Certificate:

Computer Hardware Servicing (National Certificate II) November 17, 2013
TESDA – Technical Education and Skills Development Authority

Driving (National Certificate II) October 19, 2013
TESDA – Technical Education and Skills Development Authority

Computer Literacy Skill Training Course (April 24, 2013 – May 20, 2013)
DEPED – Department of Education (BALS) Bureau of Alternative Learning System

Trainings:

December 16-17, 2013 **Two-Day Live-in Echo Training on Unified Accounts Code Structure**
(UACS) and other Financial Reforms (Cluster 1)
Hotel Preciosa, Mayor Jaldon St., Baliwasan, Zamboanga City

August 9, 2012 **Roll-out on the Government Manpower Information System (GMIS) Web – Based Application**
DBM RO IX Conference Hall, Pettit Barracks, Zamboanga City

November 10-11, 2011 **Two-Day Live-in Pre-APR Consultative Workshop**
Regional Educational Learning Center, Cabatangan, Zamboanga City

January 11-15, 2010	11th Seminar-Workshop on the Preparation of CY 2009 Financial Reports and Reconciliation of Reciprocal Accounts Hotel Camila, Pagadian City
June 25, 2010	Division Moral Recovery Program Seminar Biswangan, Lakeview, Lakewood, Zamboanga del Sur
July 21-24, 2009	Basic Administrative Service Improvement Course I (BASIC I) Regency Hotel, Davao City
September 14-17, 2009	Seminar on Laws, Rules and Regulations on Government Expenditures Hotel Guillermo, Pagadian City
October 5-7, 2009	DepEd IX Agency Performance Review for the First Semester of FY 2009 Sibugay Plaza Hotel, Ipil, Zamboanga Sibugay
November 3-6, 2009	Seminar/Workshop on the Training of Division Office/Autonomous High School Personnel re: Implementing of a Uniform Supplementary Payroll System Ecotech Center, Lahug, Cebu City
July 30, 2008	One-Day Conference of all DepEd Implementing Units with DBM Sibugay Grand Plaza Hotel, Ipil, Zamboanga Sibugay
December 7, 2008	Consolidating Reforms in Financial Management and Governance Prince Plaza Hotel, Baguio City