



JURONG ENGINEERING LIMITED.

(INCORPORATED IN THE REPUBLIC OF SINGAPORE)



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CABLE: 'JURONGSHIP'

- Processing of the Additional works Claim and preparing estimation of the claim .
- Applying , coordinating and securing with site security , the site access passes for all personnel , vehicles and materials , collecting and returning the badges of demobilized personnel to the security department .
- Maintaining and updating daily of detailed records of Expatriates and Local personnel such as Name-lists ,Daily Attendance Records, Arrival and Departure Records ,leave Records ,Mobilization and Demobilization Plans .
- Processing of subcontractor personnel' s monthly time-sheets and preparation of monthly billing summaries , as well as verification of subcontractors invoices and coordinating with the Finance Department for payments .
- Processing and preparing Monthly billing summaries of rental buses.
- Processing of Expatriates (PRC Personnel) monthly time-sheets and preparation of fax within coordinating with both of companies (JEL-HO & LONG XIN)
- Preparation of the Project Man-hour and Manpower status for daily submission to the owner the client (IHI) .
- Preparation of Monthly Local Manpower for monthly submission to the owner the client (IHI) and the owner SONATRACH .

We acknowledge **Ms Bahria CHAIBI** valuable contribution to this project and have no hesitation in recommending her and wish the very best in her future career .



E.C Santos
Site Manager (M&E/I)