

## ABOUT ME

Dedicated professional with strong foundation in administration, documentation management, coupled with experience supporting high level executives and cross departmental teams.

## CONTACT

■ [llevajeanivy@gmail.com](mailto:llevajeanivy@gmail.com)  
☎ +971 55 627 1163  
■ [www.linkedin.com/in/llevajeanivy](http://www.linkedin.com/in/llevajeanivy)

Abu Dhabi, UAE



## KEY SKILLS



TECHNICAL SKILLS: MICROSOFT OFFICE SUITE, ACONEX ORACLE, SAP ARIBA,



DOCUMENT CONTROL: FILE MANAGEMENT, COMPLIANCE, DOCUMENT ARCHIVING.



Client Relations: Professional communication, visitor management, inquiry handling.

# JEAN IVY LLEVA

## EXECUTIVE ADMIN & SENIOR DOCUMENT CONTROLLER

### OBJECTIVE

Seeking a dynamic role to leverage my organizational, multitasking, and administrative in a mid-level management position. Committed to enhancing operational efficiency and supporting strategic goals through strong attention to detail and a proactive approach.

### EXPERIENCE

#### STARS GENERAL CONT. CO.

15 September 2019 – up to present

#### EXECUTIVE ADMIN

- **Comprehensive Administrative Support:** Provided high-level administrative assistance to the CEO & Project Managers including managing schedules, organizing meetings, and ensuring timely communication.
- **Communication & Correspondence:** Acted as the primary point of contact for internal and external communications on behalf of the CEO, including emails, phone calls, and formal correspondence. Maintained confidentiality and professionalism in all communications facilitating clear and effective information exchange on behalf of the executive.
- **Office Administration:** Supervised daily office operations, maintained an organized workspace, and ensured resources were available to support executive functions.
- **HR & Finance Coordination:** Assist HR with onboarding new employees, maintaining personnel records, and tracking attendance.
- **Project Assistance:** Supported various projects by coordinating cross-departmental efforts, monitoring project timelines, and preparing periodic reports for executive review.

#### SENIOR DOCUMENT CONTROLLER

- **Submittal Preparation & Submission:** Prepare and manage essential project letters, submittals, (e.i Shop Drawings, Materials Etc), ensuring accuracy and adherence to project standards.
- **Documentation Tracking:** Maintain and regularly update log sheets to track all submitted documents, providing easy access and organized records for the project team.
- **Reporting:** Generate and submit weekly reports, summarizing document status and submission progress to keep stakeholders informed and aligned on project timelines.

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# JEAN IVY LLEVA

EXECUTIVE ADMIN & SENIOR DOCUMENT CONTROLLER

## TENDER SECRETARY

- Managed and maintained tender-related documentation, tracking deadlines, submission requirements, and tender statuses.
- Coordinated with various departments (e.g., engineering, procurement, and commercials) to gather necessary information for tender preparation.
- Assisted in the preparation and submission of tender documents, ensuring all technical and commercial requirements are met as per client requirements and standards.
- Organized meetings, recorded minutes, and followed up on action items related to tender processes.

## PURCHASE OFFICER (FEBRUARY – UP TO PRESENT)

- Material Coordination: Collaborate with the Project Engineers to identify and fulfill material requirements, ensuring accuracy and efficiency in order placements.
- LPO Management: Prepare Local Purchase Orders (LPOs) with attention to detail and accuracy, send them to suppliers and sub-contractors, and confirm receipt and Monitor delivery schedules to ensure timely arrival of materials.
- Payment Coordination: Liaise with the Accounts department to ensure that approved LPOs are processed smoothly for timely payments, supporting seamless project operations.
- Credit Facility Preparation: Prepare and maintain credit facilities with suppliers and vendors, fostering strong supplier relationships and terms.

## ROYAL EMIRATES CONSTRUCTION

15 June 2016 – 1 September 2019

## COMPANY SECRETARY / RECEPTION

- Managed and maintained tender-related documentation, tracking deadlines, submission requirements, and tender statuses.
- Coordinated with various departments (e.g., engineering, procurement, and commercials) to gather necessary information for tender preparation.
- Assisted in the preparation and submission of tender documents, ensuring all technical and commercial requirements are met as per client requirements and standards.
- Organized meetings, recorded minutes, and followed up on action items related to tender processes.

I hereby declare that the information provided in this CV is true and correct to the best of my knowledge and belief.

  
Jean Ivy Lleva