

Calvin M. Goma



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Property Administrator and Coordinator / Document Controller

Professional summary

A committed professional with extensive experience delivering exceptional results across various sectors in the corporate world. With a background spanning multiple industries and adept communication skills, I thrive in environments built on mutual respect. With five years dedicated to document control within the oil and gas and engineering realms (EPC), coupled with more than two years serving as a property administrator/coordinator. I excel as a collaborative team member, capable of effectively interfacing with professionals from diverse backgrounds.

Skills

- Proficient in MS office (Excel, Word, PowerPoint & Outlook).
- Proficient in Adobe Acrobat (PDF).
- Well versed with Maisonette Real Estate Software
- Basic proficiency in utilizing Yardi software for property management.
- Proficient in Tawtheeq System (TAMM).
- Knowledgeable in property management processes with a focus on delivering excellent customer service.
- Experienced in working with engineering Electronic Document Management System (EDMS).
- Property Management, customer service, documentation, documents management, record keeping, document control quality assurance and administration.
- Knowledgeable in document control procedures for engineering and Oil and Gas sector.
- Able to work with less supervision, attentive to detail and is able to work under pressure.
- Excellent verbal and written communication skills.
- A fast learner and open-minded person, team player and good in Time management.
- Proficient in decision-making and proactive in taking initiative.

Professional experience

Property Coordinator – Dec 2023 to May-2024

Knight Frank Middle East – Abu Dhabi, Project – Modon Retail Al Hudayriyat Island

- Conducts a range of administrative duties for designated personnel, encompassing tasks such as telephone assistance, addressing inquiries and requests from tenants and clients, drafting lease contracts for client review, organizing meetings, and document filing.
- Routinely updating and verifying the Tenant Tracker daily to identify forthcoming renewals, and simultaneously requesting client approval for tenant renewals while also inquiring about the renewal rates.
- Preparing reports destined for client review, including Accounts Receivable aging, Monthly Reports, Area Inspection Reports, Monthly Sales Reports, and Event Sales Reports.
- Ensure timely formulation of delivering tenant's renewal notices, in other cases delivering non-renewal notices, rental increase notices, eviction notices (when required), breach notices, and warning letters.
- Collecting rental payments from tenants and liaising with them regarding bounced cheques and other matters such as utility payments.
- Guaranteeing the currency and proper organization of all contracts and legal paperwork, whether filed or uploaded into the software system, and maintaining accurate tenant status updates within the Yardi system.

- Ensuring the property's upkeep by conducting inspections and alerting the Facility Management team to address necessary rectifications in common areas. Additionally, communicating with tenants regarding any required rectifications within their designated areas. All such matters will also be reported to the client.
- Distributing newsletters, event notifications, and updates on client-implemented programs, while also requesting tenants to submit their event sales reports following each event.
- Welcoming new tenants by conducting tenant onboarding and meetings while also sharing with them the tenant's manual and other required documents.
- Collaborating with the Facility Management team to schedule snagging or move-out inspections when a tenant is leaving, while also communicating with the tenant to ensure a smooth move-out process.
- Generating purchase requisitions and purchase orders for subsequent handling and transmission to vendors and suppliers.

Property Administrator – Dec 2021 to Nov 2023

Island Falcon Property Management - Abu Dhabi UAE

- Performs a variety of administrative tasks for assigned staff, including but not limited to phone support, draft, contracts creation, meeting coordination, filing and copying etc.
- Updating the Master TCR (Tenancy Contract Register) on a daily basis and ensuring the ability to share the TCR for the bank and collection department on time when required, while also maintaining track of tenants contracts to ensure that it is up to date.
- Ensure timely formulation of delivering tenant's renewal notices, in other cases delivering non-renewal notices, rental increase notices, eviction notices (when required), and communicating with tenants for bounced cheques and other related issues.
- Preparing payments for the maintenance company upon completion of work. Ensure preparations & settlements of ADDC bills for common area of the managed properties under the assigned portfolio on monthly Basis.
- Ensure that all contracts and legal documents are up-to-date and properly filed.
- Coordinates with the legal department in updating the status of legal cases.
- Updating and maintaining track of the vacant list on weekly basis while also coordinating with the Leasing Department to ensure that all vacant properties are published.
- Ensuring all properties are well maintained by coordinating with the maintenance team and requesting maintenance visits as per tenant request or whenever is required.
- Liaise with corporate manager to coordinate regulatory inspection and provide maintenance quotation if required, and performs other duties as assigned.

Document Controller – July 2021 to Nov 2021

China Petroleum Pipeline Engineering Company (CPP) Abu Dhabi UAE

Project – Technical Service Agreement for Call Out Contract for BuHasa Tie-Ins (ADNOC)

- Maintaining a high-functioning document management system for easily identifiable and retrievable files, updating the Transmittal register on daily basis.
- Uploading and sending documents, drawings and other required files to Client, Contractor or Vendor (supplier) as per document control procedure while maintaining quality control on a daily basis.
- Receiving and uploading vendor and engineering related documents for review.
- Attending correspondence and letters from the Client and sub-contractors while maintaining safekeeping of records, while creating and preparing reports for document status.
- Collect soft and hard copy documents to be scanned and uploaded to Project EDMS as per the established procedures and ensure that records are captured.
- Provide notification using EDMS for documents received, sent or uploaded, either to Client/Company or to contractor, and providing files as per Engineer or Management queries or request.
- Compiling the Weekly Progress Report by providing updates on the status of documents.
- Registering the documents or drawings in excel spreadsheet for easy tracking of the files.
- Following up with clients, sub-contractors, and vendors for required documents.
- Coordinating with the site office for site inspections, inspection reports, and other site-related activities.

Document Controller – November 2015 to June 2020

Consolidated Contractors Engineering Limited (CCEL) – Abu Dhabi, UAE

Projects collaborated with (EPC):

- ✓ Zirku Facilities Capacity Enhancement (ZADCO)
- ✓ Majnoon FCP Gas Slug Catcher & Associated Facilities (SHELL)
- ✓ Nasr Full Field Development Project – Package 3 (ADMA-OPCO)

Responsibilities:

- Maintaining a high-functioning document management system for easily identifiable and retrievable files.
- Uploading and sending documents, drawings and other required files to Client, Contractor or Vendor (supplier) as per document control procedure while maintaining quality control on a daily basis.
- Creating and preparing reports for document status.
- Collect soft and hard copy documents to be scanned and uploaded to Project EDMS as per the established procedures and ensure that records are captured.
- Provide notification using EDMS for documents received, sent or uploaded, either to Client or to contractor.
- Dispatching reviewed documents to the vendor, updating the system, and promptly informing the relevant engineers and team members simultaneously. Following up with clients, sub-contractors, and vendors for the required documents.
- Providing files or documents as per Engineer or Management queries or request.
- Preparing and checking of Manufacturing Record Books (MRB's) and Installation and Operation Manual (IOM's) for final handover to client.
- Incorporating and removing documents within the system in accordance with the document control protocol.
- Incorporating new vendor profiles into the system in accordance with the document control procedure.

Education

- Bachelor of Science: Information Technology –2013
Father Saturnino Urios University – Butuan City, Philippines