

ADDRESS:
Blk 1 Lot 146 Phase 1M
Kasiglahan, Rodriguez Rizal
Philippines

Mobile# +971-502212114
Email Address:
junventura27@gmail.com



JUN M. VENTURA

OBJECTIVE:

To join an organization where I can use my skills and knowledge in the field of my expertise and attain highest level of performance without compromising the quality of work.

Overseas Experience:

As an employee, I am envisioned to continually innovate, highly motivated, can work under minimum supervision and in a fast paced environment, possess good moral character, passionate to Clients, team oriented and have burning desire to develop my skills to meet the expectations of my Superior/ immediate officers, Clients and others relative to the performance of my duties and responsibilities.

EMPLOYMENT HISTORY:

GRAHAM JONES AL EWAN ENGINEERING & CONSULTANTS

Al Raha Beach Residential Project
P.O. Box 47 Abu Dhabi, United Arab Emirates
Phone Nos. 02- 5643655

Document Controller May 26, 2015 up to Present

DAEWOO ENGINEERING & CONSTRUCTION

Refinery Expansion Project – EPC-4
P.O Box 12523 Ruwais Site, Abu Dhabi, United Arab Emirate

PC Operator October 05, 2011 to April 30, 2015

GAMA AL MOUSHEGAH ARABIA LTD

Shoiba Power Plant
Jeddah, Saudi Arabia

Computer Operator February 15, 2007 to July 15, 2011

DETAILED JOB DESCRIPTION

Responsible to maintain and control project documents, filling, numbering, preparing and monitoring of both incoming and outgoing documents like Method Statements, Technical Queries, Field Change Request, Material Approval Request, Procedures, Project Dossiers, External

Transmittal, Letters, Daily, Weekly, Monthly Reports, Internal Transmittal and all incoming response from Clients & Consultant.

Maintain and control project construction drawings such as Shop, Vendor, Reference, As-built and Approved for Construction Drawings necessary for the implementation of the project.

EDUCATIONAL BACKGROUND:

COLLEGE 2000- 2003
Bachelor of Science in Business Administration
STI College
Cubao, Quezon City

SECONDARY
Macario B. Asistio Sr High School 1995-1999
Caloocan City

PRIMARY
Imelda Elementary School 1989-1995
Malabon City

SEMINAR ATTENDED:

QA/QC Control of Documentation April 2010
Alstom Power
Jeddah, Saudi Arabia

Shortterm Course 1999
Computer Programmer
Interface College

PERSONAL INFORMATION:

Birthday	:	Septmber 11, 1982
Birthd Place	:	Tarlac, San Roque, Philippines
Height	:	5'6"
Weight	:	69-kgs.
Citezenship	:	Filipino
Sex	:	Male
Civil Status	:	Married
Religion	:	Roman Catholic
Skills & Strenghts	:	Excellent Supervisory Skills Computer Literate – working with MS Office

Thank you for giving me this opportunity to apply for a job and please give me a call or write when you are in need of diligent, loyal & efficient person to be an asset to your firm.

Applicant's Signature

