

Dear Hiring Officer,

My name is Norman, and I am writing to express my interest in a position within your organization. With several years of experience as a Site Secretary and Document Controller in the construction industry across the United Arab Emirates, I believe that my skills and expertise would make me a valuable addition to your team.

In my most recent role, I worked on the Etihad Rail Package 2A project in Ghweifat-Ruwais, Abu Dhabi, with China State Construction in the QAQC Department. Throughout my 15-year career, I have worked with various companies in the construction sector, specializing in documentation and clerical tasks. These responsibilities have included preparing correspondences, transmittals, and submittals for materials, drawings, and project reports. I am well-versed in maintaining register logs on a daily basis and proficient in utilizing Electronic Document Management Systems (EDMS) such as Primavera Projects Unifier by MUSANADA, SharePoint, ORACLE Aconex, OpenText Documentum, and the Etihad Rail Engineering Document Management System - Production Environment (EPFM) for data uploading.

I pride myself on being resourceful and ambitious. I have a proven track record of finding innovative solutions and resolving problems independently. While I am capable of working autonomously, I am also aware of the importance of seeking assistance when necessary. I am not hesitant to approach the relevant individuals for guidance. However, I strive to handle tasks on my own whenever possible, minimizing the burden on others. I consider myself highly proficient in this regard.

Thank you for considering my application. I would welcome the opportunity to discuss how my skills and experiences align with your organization's requirements. I am available for an interview at your convenience.

Sincerely,

Norman

Norman Calayo

**Site Secretary
Document Controller**

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<https://xamron.github.io/cv.html> 