

CONTACT

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OBJECTIVE

Highly effective at developing positive and productive working rapport employees through open communication and clearly set guidelines, diligent, hardworking and adaptable to dynamic environment.

EXPERIENCE

March 2021 - May 2023

- **Document Controller**

Megafoundation International Corporation -Bulacan, Philippines

- Review and update technical documents
- File documents in physical and digital records
- Check for accuracy and edit files, like contracts
- Distribute project related copies to internal teams
- Manage the flow of documentation within organization
- Retrieve files as requested by employees and clients
- Assisting project support team
- Preparing purchase of equipment, services and supplies

December 2018 - February 2021

- **Administrative Coordinator**

Woodhaven Corporation -Bulacan, Philippines

- Manage the flow of documentation within the organization
- Perform administrative and office support
- Handling Invoices and Invoice summary
- Maintaining filing systems
- Ordering and maintaining stationary and equipment
- Schedule meetings, Interviews, HR events and maintain agendas
- Perform orientations and update records of need staff
- Support all internal and external HR related inquiries and request

May 2018 - July 2018

- **On the Job Training(Document Controller)**

Mitsubishi Electric - Dubai UAE

- Preparing working permit at Substation for in house Engineers Responsible for all snags/NODs/Site notes from clients
- Responsible to monitor pending works from site
- Handling close out reports for Dubai office and Japan Head Quarter
- Drafting and preparing all correspondence
- File documents in physical and digital records
- Maintain up to date Database Register showing documents details and revision status
- Logging of all Correspondence, Drawings Vendor Drawings, Data Sheets, manual etc. and generate internal transmittal for internal circulation of the same.

November 2017 - March 2018

- **On the Job Training**

Woodhaven Corporation - Bocaue, Bulacan, Philippines

- Trained and help less experience staff manage workloads and assignments, facilitating fulfillment of organizational objectives.
- Performed administrative tasks, document management and report development for inter-departmental use.
- Organised and stored hardcopy files

May 2015 - March 2017

- **Retail Sales Associate**

Frontrow Enterprise Inc.

- Displayed outstanding personal presentation and customer service in customer-facing role.

- Used open-ended questioning to understand customer needs and recommended appropriate products
- Accepted and processed new orders and refunds in line with company standards, fulfilling customers' needs and fostering loyalty.
- Create promotional offers and content, promote offerings on diverse platforms and identify potential customers for follow up contact.

EDUCATION

- | | |
|-------------|---|
| 2015 - 2018 | <ul style="list-style-type: none">• Dr. Yanga's College Inc.
Bachelors of Science in Business Administration major in Marketing Management |
| 2013 - 2015 | <ul style="list-style-type: none">• Far Eastern University Institute of Technology
Bachelors of Science in Electrical Engineering |
| 2009 - 2013 | <ul style="list-style-type: none">• St. Paul College of Bocaue
Secondary/Highschool |

SKILLS

- Computer Literate
- MS Word, Excel, Powerpoint
- Team player
- Calm underpressure
- Time Management
- Fast learner
- Creativity
- Motivation
- Active Listening
- Hospitality
- Humility