

GERALD LANSANGAN DAVID

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Visa Status: transferable working visa with NOC



Objective

To obtain a job that will suit my qualifications in any vacant position acquired impart through my knowledge in my chosen field. I hope to gain more valuable experience and help through the success of the company.

Career Summary

May 19, 2021 – Present

Informatica Qatar

Company Driver

JOB DESCRIPTION:

- Submission of document on different company/site office
- Submission of tender bond
- Collection of cheque from different clients
- Collecting and delivering materials of clients and site projects

August 2019 – Present

Infinity Limousine

Uber Driver

JOB DESCRIPTION:

- Ensure the safety of all riders.
- Pick up patrons and greet them when they enter the vehicle.
- Provide a safe place for my riders to be picked up and dropped off.
- Provide a safe driving experience for riders and get them to their destinations.

March 24, 2018 – May 31, 2019

Classical Palace,

Architecture, Interiors and Landscaping

Marble Factory

Storekeeper/Timekeeper/Document Controller

JOB DESCRIPTION:

- Prepare delivery notes base on cut list provided by site engineers and coordinate to foreman or Q.S. Engineer.
- Receive, Unload material request and check for possible damage.
- Inspect and measures Marble and Granite Slabs delivered and received in the factory.
- Raise material request through ERP base on what materials is necessary and the most needed.

- Make inventory report on timely basis and present to factory manager and or purchase department.
- Update material dispatched on excel or in ERP system.
- Keeping record of all Marble and granite stock.
- Coordinate with the driver for deliveries of materials to different project sites.
- Keep materials organized in store or warehouse.
- Manage record keeping and documentation.
- Maintain accurate inventory control.
- Ensure that the employee/manpower is well monitored.
- Prepare daily timesheet and weekly manpower report to be submitted to H.R. Department.
- Receive and sending of project documents & drawings in a controlled manner to and from the Client, Consultant & Sub Contractors through document transmittals.
- Responsible in updating the status of all drawings / documents.
- General filing and maintaining of pertinent records, which include Safekeeping of all hard copy and soft copy of all Project documents.

July 2014 – November 2017

AL MARRI TRANSPORT

K.S.A DAMMAN

Storekeeper/Trailer Truck DRIVER

JOB DESCRIPTION:

- Maintain receipts, records, and withdrawals of the stockroom.
- Receive, unload, and shelf supplies.
- Perform other stock-related duties, including returning, packing, pricing, and labeling supplies.
- Inspect deliveries for damage or discrepancies and report those to accounting for reimbursements and record keeping.
- Rotate stock and coordinate the disposal of surpluses.
- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control.
- Coordinate the handling of freight, the movement of equipment, and necessary minor repairs.

July 2007 – June 2014

Municipality of Porac Pampanga, Philippines

ADMINISTRATIVE AIDE I

JOB DESCRIPTION:

- Answer telephone, transfer calls, take messages, and answer questions. Greet the public in a friendly business-like manner.
- Communicate in person by telephone and through e-mail with site/district staff.
- Maintain an organized process for identifying and placing substitute employees.
- Retrieve messages from the substitute answering machine.
- Receive and complete substitute request slips and type all substitute information sheets.
- Call substitutes and communicate substitute assignments.

- Prepare daily & monthly substitute reports.
- Assist with the hiring of District employees, especially substitute employees. Develop reports, forms, lists, labels, envelopes, and similar documents.
- Keep office(s) supplied with all necessary forms.
- Create, maintain, and retrieve files and records.
- Maintain detailed and accurate records & forms.
- Operate office equipment such as photocopier, calculator, fax, computer, and other technology related equipment. Keep equipment supplied with paper and other necessary parts.
- Open, sort, and distribute mail.
- Make photocopies of documents, stuff envelopes, and prepare for mailings. Organize, schedule, and set up for meetings and district events.
- Perform related work as assigned by supervisor.

October 2005 up to December 2005

EARTHWORK

SPOTTER/CHECKER

Porac, Pampanga, Philippines

Job Description:

- Keep record on how many truckloads of material arrived at embankment site.
- Checked the materials if it is good

Skills

- Good oral and written communication skills both in English and Filipino
- Proficient in Microsoft Office Application: **MS Word, MS Excel, MS Power point.**
- Solid problem solving skills and has keen attention to details
- Has a sense of responsibility, flexible, multi-tasking and can work under pressure.

Educational Background

Bachelor of Science in Computer Science

Holy Angel University

S.Y. 1997-2005

Personal Data

Birthday : July 3, 1980

Civil Status : Married

Nationality : Filipino

Language : Tagalog, English

Religion : Roman Catholic