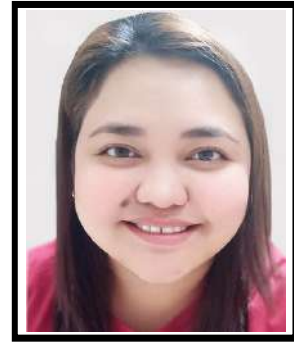


HANAH JEAN L. DAGSAN

Address: Bldg.19, St. 936, Zone 24, Muntazah, Doha, Qatar

Mob. No: +974 66 44 73 89

Email: hanahdagsan@yahoo.com



CAREER OBJECTIVE:

To look for a responsible job that has an opportunity to enhance my ability with an interactive communication with the clients and people, through a dynamic and established workplace.

WORK EXPERIENCE

QS - Designer

May 2021 – Present

Readymix Qatar Ltd./ Member of Holcim Group (Madinat Khalifa North, Doha, Qatar)

Duties and Responsibilities:

- ❖ Performs various office administration duties such as preparing quotations, offers, invoicing, manage filing system and answering queries through call & emails.
- ❖ Reviewing Architectural plans and or layouts and prepare the quantity needed.
- ❖ Preparing Autocad Shop drawing for on-going projects for the related scope of works.
- ❖ To prepare and submit pre-qualification datas and material submittals.
- ❖ Producing summary of the actual quantity casted concrete on site base on the Site Engineer report through Daily work sheet progress.
- ❖ Preparing brochures/designs draft for product marketing purposes.
- ❖ Schedule meetings and assisting the General Manager when required.

Showroom Sales Interior Designer/Technical

June 2013 – April 2021

BISAZZA W.L.L. (Porto Arabia, 1 La-Croisette, The - Pearl Qatar, Doha)

Duties and Responsibilities:

- ❖ Acknowledge customers and identifying client wants and needs
- ❖ Performs various office administration duties such as preparing quotations and offers, receiving receipts and manage filing system
- ❖ Maintaining the cleanliness and setting of the showroom.
- ❖ Ensuring that all items displayed are in good condition.
- ❖ Responding to customer inquiries and information needed
- ❖ Read and prepared AutoCAD files and or drawings to understand on-going projects
- ❖ Assisting the General Manager in the meeting to present and introduce products to the clients and to help them understand the manufactured goods
- ❖ Prepare sample folders, Proposed design and 3D renders for presentation as per clients request
- ❖ Check, update and visit on-site projects and to coordinate with the project manager
- ❖ Build trust, value others, communicate effectively, solve problems creatively and to demonstrate high integrity with the clients and other designers
- ❖ To ensure orders such as LPO and payment follow up.
- ❖ To prepare and submit pre-qualification datas and material submittals.

Office Administrator

January 2012 – May 2013

PERCDC ECE Review Center (Bustamante Bldg. Ponciano St., Davao City)

Duties and Responsibilities:

- ❖ Assist in implementing and promoting equality and policy
- ❖ Answering the phones, typing and supervise the customers need
- ❖ Ordering office stationery supplies, books and other materials
- ❖ Manage, request and record the budgets and expenses
- ❖ Organize and store paperwork, documents and computer-based information
- ❖ Photocopying and printing various documents, sometimes on behalf of other colleagues
- ❖ Arrange both in-house and external events

AutoCAD Operator/3D Designer

June 2012– December 2012

MDO Construction and Allied Services (Aurora St., Corner Blvd., Davao City)

Duties and Responsibilities:

- ❖ Proposed exterior and interior design to the client as per budget and or costs of materials
- ❖ Prepare Autocad files and submit 3D Render drawings to be approved by Senior Designers
- ❖ Research and study project location as proposed by client

AutoCAD Operator

June 2011 – August 2011

A.N. Escalante Construction Inc. (Ma-a, Davao City)

Duties and Responsibilities:

- ❖ Provide sketches and CAD file drawings as per clients request
- ❖ To follow updated projects with a team and assist Head engineers for their design proposals

Personal Particulars and Preferences

Date of Birth: June 29, 1989
Nationality: Filipino
Gender: Female
Passport No: P3540656B
Type of Visa: Working Visa (Company sponsor) – Qatar ID#28960800098
Status: Married
License: Qatar Driving License

EDUCATION

Bachelor of Science in Architectural Engineering

Institute/ University: Ateneo de Davao University (*incomplete*) June 2006 – April 2011
Jacinto St., Davao City, Philippines

Accounting 1

Institute/ University: Filipino Institute - Qatar (*Certificate*) October 2017
Doha, Qatar

Languages Spoken and Written

Cebuano, Filipino and English

Skills

- ✓ Positive attitude and Organizational Skills
 - ✓ Good communication and writing Skills
 - ✓ Excellent creativity
 - ✓ Management and Interpersonal skills
- ✓ Problem solving and Decision making
 - ✓ Responsible for various and other duties as assigned
 - ✓ Cheerful and helpful with clients and colleague

Computer Related Skills:

Computer Aided Design and Drafting
Computer 3D Modeling and rendering

Computer Editing and Presentations

Autodesk AutoCAD
Autodesk AutoCAD
Google Sketchup (plugin: Vray and Indigo)
Microsoft PowerPoint
Microsoft Word
Microsoft Excel
Windows Live movie maker

Manual Skills:

Designing
Drafting
Encoding
Typing Skill (70wpm)

Workshops/ Seminars/ Conventions Attended

“10 Steps to Sustainability” Arch. Miguel Guerrero, UAP, APEC Architect	December 2010 Regency Inn, Davao City
“Philippine Building Modernity” “KWADRO HUGIS LIKHA” Arch. Ma. Cristina V. Turalba, FUAP	September 2008 NDDU, Gen. Santos City
“The Use of Bamboo and Coconut in Filipino Architecture” “KWADRO HUGIS LIKHA” Arch. Francisco T. Mañosa, FUAP	September 2008 NDDU, Gen. Santos City

Club Affiliation

United Architect’s of the Philippines Student Auxiliary (UAPSA), AdDU Chapter
Member 2007, 2008, 2010

*Reference will be available upon request.
I hereby certify that the above information’s are true and correct to the best of my knowledge and belief.*

HANAH JEAN L. DAGSAN
Applicant