



ARVIN SENOLOS

ADMINISTRATIVE ASSISTANT / MEP DRAUGHTSMAN

Qatar Mobile # : (+974) 5037 4493

Philippines Mobile # : (+63) 977 084 8741

E-mail: arvinsenolos1996@gmail.com

Qatar ID: Expiry date: 23/10/25

CAREER OBJECTIVES

- Highly organized and details-oriented administrative assistant with 3+ years of experience in the construction industry. Proven ability to manage multiple tasks and meet deadlines. Strong communication and interpersonal skills.
- Experienced Draftsman with 4+ years in the construction industry. Skilled in AutoCAD, 3D Modeling, Sketch up and Site layout. Proven ability to create detailed and accurate blueprints.

EDUCATIONAL QUALIFICATION

- Diploma in Bachelor Science & Industrial Technology. (Major in Drafting)
From Bataan Peninsula State University
Balanga City. Bataan. Philippines

PROFESSIONAL QUALIFICATION

- National Certificate || Technical Drafting

WORK EXPERIENCES

Qatar Engineering Construction Company W.L.L
Ras Laffan Industrial City, West Side Support Area
Doha. Qatar

Admin Assistant
Oct 2021 - Present

- ✓ Maintaining updated employee records; i.e. employee file creation for new joiners including employee's CV, qualifications, medical issues, leave approval, reimbursement documents, warning letters, resumption records etc.
- ✓ Review the status of verified contracts and ensure to follow up on employee signatures as needed.
- ✓ Ensure compliance with company policies in Administrative tasks.
- ✓ Coordinated with other departments to ensure efficient office workflow.
- ✓ Answered incoming calls, managed email inquiries, and responded to concern departments.
- ✓ Compile the information of employees and forward it to the PRO to facilitate the renewal of visas, including the QID's and Hamad Health Card.

- ✓ Prepare documents for Short Term employees undergoing repatriation such as (flight tickets, service certificates, passports).
- ✓ Act as the focal point between site and senior officers on routine problems
- ✓ Undertake routine clerical tasks in assigned area, ensuring data entered is up to date and accurate
- ✓ Communicates various personnel, departments, outside offices and community members to exchange information, coordinate activities and resolve issues or concerns; receives and responds to phone call.
- ✓ Ad-hoc activities as per department requirements
- ✓ Application for a bachelor's degree employee to secure a Project/Working visa whether inside or outside the country according to requirements.
- ✓ Maintain confidentiality of proprietary information, and protect company assets.
- ✓ Develop and maintain positive working relationships with others, support team to reach common goals, and listen and respond appropriately to the concerns of other employees.
- ✓ Arrange for the issuance of new Hamad Health cards for every employee in the Bachelor category, providing advice and updates on a daily basis.
- ✓ Advice for short- and long-term employees on the renewal of passports to update our records.

SKILLS / CAPABILITIES

- Current office organization, procedures and practices.
- Plan, coordinate and organize office activities and coordinate flow of communications and information for the administrator.
- Principles and procedures of record keeping
- Maintain a variety of records, logs and files.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedule and time lines.
- Understand and carry out oral and written instructions.
- Learn organizational operations, policies and objectives.

SPPS AutoCAD and Engineering Service
Santa Rosa, Laguna
Job Site: Universal Robina Corp. Pampanga-1

CAD Operator
Nov 2020 – Sept 2021

Job Description

- ✓ Preparation of Chilled water Piping layout to designated areas
- ✓ Chilled water shop drawing
- ✓ Firefighting Shop drawing
- ✓ Water supply shop drawing
- ✓ Preparation of HVAC shop drawings
- ✓ Schematic diagrams
- ✓ As-built drawings
- ✓ Coordinates with site engineers regarding site issues and develop quick solutions

Servicio Filipino Inc.
Balanga City. Bataan
Job Site: Petron Bataan Refinery

Auto CAD Draftsman
March 2017 – March 2020

Job Description

- ✓ Responsible for selecting the appropriate equipment and drawing software to create and edit isometric and spool drawings, along with drawings for process flows, and Piping and Instrumentation (P&ID) diagrams.
- ✓ Conducts fieldwork of each prospective projects together with the Assign Engineer to verify existing facility configuration, dimension, and adjacent facility that will affected and others matters related to the preparation of detailed drawings for the project.
- ✓ Prepares complete Civil/structural, mechanical, electrical and instrumentation drawings required to undertake the project. Undertake revision as necessary to reflect as-built drawings.
- ✓ Prepare bill of materials each project on-going
- ✓ Prepares report every month covering accomplished list of drawings and drafting-related activities assigned and dutifully completed.

Industrotech Phils., Inc
Balanga City. Bataan

Auto CAD Operator
June 2020 – Sept 2020

Job Description

- ✓ Prepares technical site survey report (TSSR)
Design various projects for SMART telecommunication sites electrical plan and Air conditioning Plans
- ✓ Prepares documents and designs for SMART telecommunication sites AC Power Upgrade
- ✓ Prepares documents and design for Upgrading SMART telecommunication sites Air-Conditioning Units
- ✓ Surveys sites for SMART Genset Projects

Mechafield Contruction and Devt. Corp.
Bonifacio Drive, Uptown Bonifacio, Taguig City

Auto CAD Operator
March 2016 – August 2016

Job Description

- ✓ Prepare fire protection & plumbing layout
- ✓ Preparing shop drawing fire protection & plumbing with section and elevation
Involve in discussions & meetings with the consultant and client representatives for approval of drawing & site issues
- ✓ Prepare Drainage shop drawing
- ✓ As-built drawings

COMPUTER SKILLS

- AutoCAD Software *Advanced*

- Sketch Up *Advanced*
- Adobe Photoshop *Basic*
- MS Office Suite *Advanced*
- IT Software *Intermediate*

PERSONAL PROFILE

Working Visa :	Company Sponsor
Date of Birth:	06/07/1996
Nationality:	Filipino
Language Known:	English/Tagalog
Passport No.:	P0803036B
Passport Expired:	02/29/2029
Marital Status :	Married