

Avi C. Carag

Document Controller | Office Admin | Receptionist

Cell: +971 504072385 | **WhatsApp:** +971 504072385

Email: avicarag@gmail.com | **Address:** Al Nadah, Sharjah, UAE



PROFILE

Highly skilled and results-oriented professional with a proven track record in document control, office administration, and receptionist roles. Adept at generating reports, managing office operations, and delivering exceptional customer service. Seeking a challenging position in a dynamic and creative environment. Recognized for reliability, confidentiality, integrity, and a quick-learning ability. Strong analytical and problem-solving skills with a dedicated work ethic.

WORK EXPERIENCE

LBC Express-NL, Inc. Phils. – Admin Coordinator (July 2021-October 2023)

- Oversaw the acceptance, verification, and accurate recording of incoming packages.
- Implemented efficient sorting processes based on delivery addresses for timely distribution.
- Planned and optimized delivery routes, ensuring timely and effective distribution.
- Coordinated with drivers to maintain smooth delivery schedules.
- Ensured proper maintenance of delivery vehicles.
- Prepared and maintained accurate records of all outgoing and incoming shipments.
- Provided excellent customer service during the delivery process.
- Addressed and resolved delivery-related issues promptly.

Burhani Glass Factory – Document Controller cum Admin Assistant cum Receptionist

July 2018 – February 2021

- Established and maintained an accurate and up-to-date document record.
- Organized and categorized documents to facilitate easy retrieval.
- Facilitated the distribution of documents to relevant personnel.
- Collaborated with project teams to manage project-related documentation.
- Conducted document control-related audits to ensure compliance.
- Improved and implemented enhancements for document management processes.
- Managed incoming and outgoing communications, ensuring timely responses.
- Maintained and updated databases, records, and filing systems.
- Handled general administrative tasks, including report preparation and documentation.
- Assisted in planning and organizing company events and conferences.
- Welcomed and assisted visitors, clients, and guests with professionalism.
- Managed incoming calls and efficiently routed them to the correct individuals.
- Maintained a clean and organized reception area.
- Received, sorted, and distributed mail and packages with precision.
- Provided exceptional customer service to clients and guests.

Cezina Educational Consultancy - Sharjah, UAE

Admin/ Secretary/ Assistant Teacher (November 2017 – June 2018)

- Managed diaries, organized meetings, and handled appointments.
- Coordinated and maintained records of staff and student details.
- Performed general clerical duties, including photocopying, mail distribution, and filing.
- Organized events and conferences with a focus on detail and efficiency.

Network Operations Engineer (Smart Communications, Inc., Phils.) – (2000-2017)

- Operations Engineer with a focus on network optimization and efficiency.

SKILLS

- Technical Skills: Proficient in MS Office (Excel, Word, PowerPoint)
- Communication: Excellent written and verbal communication skills
- Customer Service: Exceptional coordination and operational management skills
- Analytical Skills: Strong report generation and time management abilities
- Problem Solving: Proven ability to analyze complex situations and find creative solutions
- Adaptability: Quickly adapts to change with a resourceful and proactive approach
- Teamwork: Demonstrated ability to work collaboratively in a team environment
- Learning: Quick learner with a continuous willingness to acquire new skills
- Language: Proficient in English and native in Filipino/Tagalog

EDUCATION

Saint Louis University, Philippines

1994 – 1999

Bachelor of Science in Electronics and Communications Engineering

MISCELLANEOUS INFORMATION

Personal Info

Marital Status : Single
Date of Birth : July 2, 1977
Nationality : Philippines
Notice Period : Available immediately
Visa Status : Visit Visa (til 10 Mar 2024)

References

Available upon request.