

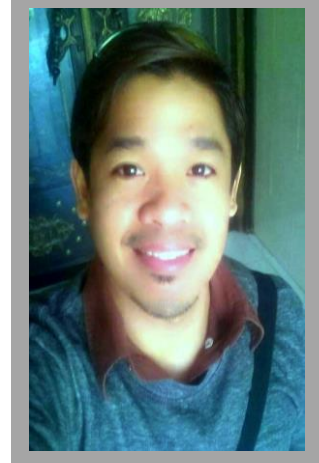
Dan Albert J. Francisco

Present Address: Azmeel Housing Accommodation, Shaqrah street between 19th & 20th streets, Thuqbah, Al-Khobar, Kingdom of Saudi Arabia

Home Address: 25 Mahogany St. Phase 6, Pleasant Hills Subd., Brgy. San Manuel, San Jose del Monte City, Bulacan, Philippines 3023

Contact nos.: (+966) 59 8246676 - Saudi Number
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dan.albert.joaquin.francisco@gmail.com



Objective

- To employ work experiences that allows me to think and do things independently within the limits of my maturity.

Work Experiences

- **Company Name:** **AZMEEL CONTRACTING & CONSTRUCTION CORP.**
Inclusive Date: August 06, 2014 - Present
Job Title: **DOCUMENT CONTROLLER** (Tender/Bidding Group)
Dammam Office: P.O. Box 3043, Dammam 31471, KSA
Head Office: P.O. Box 11662, Jubail Industrial City 31961, KSA
Job Description:
 - Complies with company procedures for the control of document records especially documents coming from Saudi Aramco.
 - Responsible for document control, logs, scanning, records, updating the status of all tender issued and received documents.
 - Prepares the Technical and Commercial Proposal for Saudi Aramco bidding project submittals.
 - Coordinates with Saudi Aramco Contract Representatives for bidding submittals and other related concerns.
 - Ensuring that all documents and drawings issued/received are stamped, identified, dated, received/issued logged in the proper register.
 - Receiving copies of contract documents for proper handling.
 - Establishing the project files.
 - Updates records promptly.
 - Keeping the hard copy and soft copy of letters, transmittal and other documents related to the tender projects.
- **Projects Handled and Awarded by SAUDI ARAMCO:**
 1. Project Title: Expand Dhahran Residential Community (Package 6)
Contract Number: 6600035944
Contract Value: SAR 791,250,000.00
Contract Start Date: July 2015
 2. Project Title: South Dhahran Home Ownership - Housing and Community Facilities - District 1 (Package 1)
Contract Number: 6600036148
Contract Value: SAR 1,779,283,622.00
Contract Start Date: September 2015
 3. Project Title: South Dhahran Home Ownership - Housing and Community Facilities - District 2D & 2E - Consortium - Azmeel & Sinohydro (Package 3 & 4)
Contract Number: 6600036216
Contract Value: SAR 1,229,957,952.00
Contract Start Date: December 2015

4. Project Title: South Dhahran Home Ownership - Housing and Community Facilities
- District 2A (Package 2)
Contract Number: 6600036743
Contract Value: SAR 700,000,000.00
Contract Start Date: November 2015
5. Project Title: Jubail Home Ownership Development - Increment II
Contract Number: 6600037762
Contract Value: SAR 764,332,644.00
Contract Start Date: September 2016
6. Project Title: Jazan Economic City (JEC) 2000 - Housing Lots Development (Package 8)
Contract Number: 6600038210
Contract Value: SAR 340,013,057.00
Contract Start Date: January 2017
7. Project Title: Temporary Construction Facilities
Contract Value: SAR 936,964,455.00

➤ **Company: TES PHILIPPINES, INC. (Subsidiary of SUMITOMO CORPORATION)**

For: **METRO RAIL TRANSIT CORP. (MRT-3)**

Inclusive Date: August 01, 2008 - August 02, 2014

Job Title: **ENGINEER - QA & DOCUMENTATIONS** (Safety, Quality & Planning Group)

Company Description: Maintenance Provider for Metro Rail Transit (MRT-3)
- Electric Train along EDSA

Project Location: MRT-3 Depot, EDSA corner North Avenue, Quezon City, Philippines

Other Contractors: GLOBAL / APT (Joint Venture)
PH TRAMS / CB & T (Joint Venture)
JORATECH CORP.

Job Description:

- Prepares the Monthly Report for the Train Maintenance, Daily Train Status and Train Testing (Dynamic Test Letter) as requirement for monthly billing with the Department of Transportation (Philippine Government Agency).
- Coordinates with Sections like the Rolling Stock, Signaling & Communication System, Power Supply System, Overhead Catenary System, Tracks & Civil Works and Facilities & Equipment System for weekly reports.
- Gathers technical data & information and evaluates technical train trouble reports.
- Monitors daily train status & availability and prepares maintenance reports.
- Inspects data entry and generate reports on the database system (MMS / Solomon 5).

➤ **Company Name: VALUE CARE HEALTH SYSTEMS, INC.**

Inclusive Date: October 18, 2007 - April 18, 2008

Job Title: **ELECTRONIC DOCUMENT MANAGEMENT STAFF** (I.T. Group)

Company Description: HMO (Health Care)

Office Location: 6/F Philippine Stock Exchange Centre (Tektite), Exchange Road, Ortigas Center, Pasig City, Philippines

Job Description:

- Maintains and ensures that hard copy documents are recompiled properly after it has been scanned and proofread.
- Provides / assist in quality checking and validation of files scanned on to the system.
- Maintains and ensures confidentiality of restricted documents that is in possession.
- Maintains proper catalog of information of all electronic data that were processed (list of files being scanned, returned files and disposed files).
- Provides well-timed access of document-scanned images on the network to qualified, authorized users for inquiry or reference purposes.
- Provides assistance to end-users on extraction or retrieval of electronic document from the system during reconciliation period when found necessary or as needed.
- Sorting the papers into chronological order within each department / section and batches of documents on process.
- Monitors the file content both pre and post-scanning and reconciling this on the system.

- **Company Name: PORTLAND WEB INTERNATIONAL**
Inclusive Date: November 07, 2005 - October 12, 2007
Job Title: **E-MAIL SPECIALIST SUPPORT STAFF** (I.T. Group)
Company Description: Website Development / Client Support
Office Location: Suite 1502 Wilshire Plaza, 11 Annapolis St., Greenhills, San Juan City, Metro Manila, Philippines
Job Description:
 - Answers e-mail inquiries of clients regarding company products and services.
 - Markets and promotes business sites and other related works.

- **Company Name: XTREME PRINTSHOP PHILIPPINES**
Inclusive Date: May 01, 2003 - October 28, 2005
Job Title: **DOCUMENTATIONS SPECIALIST / OFFICE ADMINISTRATOR** (Admin Group)
Company Description: Printing
Office Location: 197 F. Blumentritt St., San Juan City, Metro Manila, Philippines
Job Description:
 - Reports to the Operations Manager about the company sales.
 - Reports prospect clients.
 - Encodes client orders.
 - Makes some of the billing statements.
 - Handles company documents for verifications.

Skills and Interests

- Microsoft Applications (Word, Excel, PowerPoint)
- Document Controlling (Sorting, Filing, Arranging, Compiling and Monitoring)
- Typing Speed: 30-40 words per minute
- Internet Applications / Windows Applications (98, 2000, XP, Windows 7)
- Solomon (Version 5) Software
- Web Developing Programs (Java, Java Script, HTML)
- Completed the CCNA 1, 2, 3, and 4 of the CISCO Networking Academy Program
- Structure of Programming Language (FoxPro, C++, DBMS, C, Pascal)
- Computer Graphics and Simulation (Corel Draw, AutoCad)
- Circuit Maker and/or Electronic Workbench for circuit design and manipulation
- Management Information System / Logic Circuit and Switching Theory
- Integrated Application Software / Microprocessor System / Basic Electronics
- Control, Input-Output, and Memory Systems / Computer Systems Organization
- Operating System for DOS and Windows / Freehand drawing

On-the-Job Training

- **DEPARTMENT OF AGRICULTURE, Philippines**
 Information Technology Center for Agriculture and Fisheries Division (ITCAF)
Duration: April - May (2002)

Merit and Awards

- **ACADEMIC EXCELLENCE**
 11th Graduation Rites - March 26, 2003
- Academic Scholar, 2nd Semester - year 1999
- Academic Scholar, 2nd Semester - year 2000
- **UNIVERSITY OF THE PHILIPPINES (Diliman)**
 Participant/Contestant - 28th Annual Inter-University Search for Math Wizard
 - February 17, 2001

Educational Attainment

College: **SYSTEMS COMPUTER COLLEGE**

Location: 1707 E. Rodriguez Sr. Ave., Cubao, Quezon City, Philippines

Graduated: Year 2003

BACHELOR OF SCIENCE IN COMPUTER ENGINEERING (5 years)

Secondary: Saint Anthony Nova School (Graduated - year 1998)

Elementary: Saint Joseph Educational Center (Graduated - year 1994)

Seminars Taken

- "Fire Drill"
Conducted by: DOTC / MRT-3 and Autre Porte (Main Contractor for MRT-3)
Conducted at: MRT-3 Depot, EDSA corner North Avenue, Quezon City, Philippines
Inclusive Date: March 2013
Personal Participation: Member - Evacuation Team
- "Train Re-Railing"
Conducted by: TES Philippines, Inc. (Main Contractor for MRT-3)
Conducted at: MRT-3 Depot, EDSA corner North Avenue, Quezon City, Philippines
Inclusive Date: July 03, 2010
- "Fire Drill"
Conducted by: DOTC / MRT-3 and TES Philippines, Inc. (Main Contractor for MRT-3)
Conducted at: MRT-3 Depot, EDSA corner North Avenue, Quezon City, Philippines
Lectured by: FO2 Gary B. Parchamento (Bureau of Fire Protection, Q.C. Fire Station)
Inclusive Dates: March 2009 / March 2010
Personal Participation: Member - First Aid Team (March 2009 / March 2010)
- "PHP and MySQL"
Inclusive Date: February 14, 2003
- "Web Developing using JSP and Macromedia Ultradev Dreamweaver"
Inclusive Date: February 13, 2002
- "Computer Interfacing"
Inclusive Date: February 13, 2002

Personal Data

<i>Date of Birth:</i>	June 08, 1981	<i>Age:</i>	36
<i>Place of Birth:</i>	Manila	<i>Gender:</i>	Male
<i>Citizenship:</i>	Filipino	<i>Civil Status:</i>	Married with 2 children
<i>Religion:</i>	Catholic	<i>Language:</i>	Filipino and English
<i>Height:</i>	5'6"	<i>Weight:</i>	90 kilos
<i>Spouse's Name:</i>	Mila A. Francisco	<i>Occupation:</i>	DOTC/MRT-3 Accounting Clerk
<i>Mother's Name:</i>	Vilma J. Francisco	<i>Occupation:</i>	Public High School Teacher
<i>Father's Name:</i>	Ernesto C. Francisco	<i>Occupation:</i>	Deceased
<i>Passport no.:</i>	EB9798700		
<i>Valid until:</i>	December 10, 2018		
<i>Iqama no.:</i>	2372917233		
<i>Valid until:</i>	September 2020		