



ELIZABETH MONTILLA

Deira, Dubai UAE

(971) 50 7883432

thebs22@hotmail.com

PROFILE

Citizenship : Filipino
Birthdate : 22 Feb 1980
Religion : Catholic
Birth place : Sta. Maria,
Bulacan, Phils.
Visa Status : Residence
Passport No. : P7203088B
Valid Until : 14 Jul 2031

EXPERIENCE

ADVANCED INDUSTRIES GROUP (Haseeb Rasoul FCZ & SMS – Hamriya FZ - Sharjah Procurement / Material Coordinator (2021 JUL – TO PRESENT)

- Handling, sending RFQs & arrange price enquiries and get competitive price quotes from suppliers.
- Reviewing approved materials from Material Department logs enable to raise the order.
- Checking commercial department for the budget and final quantity of materials to procure.
- Negotiates with vendors to finalize a purchase order/agreement in order to secure the best possible deals for the Company.
- Preparing the comparisons and purchase order through ERP and send it to supplier as confirmation of the order.
- Coordinates timely delivery of materials to ensure it will be arrived in the agreed delivery schedule.
- Following up payment request and cash request from accounts department.
- Updating and maintaining the procurement logs & payment list.
- Create new vendors in ERP system upon approval.
- Preparing monthly reports

AL SHAFAR INTERIORS LLC (ASGC Group) – Dubai Investment Park 1, Dubai UAE MATERIAL COORDINATOR – TECHNICAL DEPARTMENT (JAN 2020 – JUN 2021)

PROJECTS: The Address Creek Harbour Hotel, Marsa Al Arab Mock-up, DMCC Mock-up, ECOS Hotel, EXPO projects (Morocco, Egypt, Colombia, Al Majlis & Emaar Hospitality Tower)

- Prepare material submittals along with compliance statement in accordance to project specifications, IFC drawings and BOQ.
- Prepare RFI's, PVO's & transmittals as required for the projects.
- Coordinate with the manufacturer / supplier to comply with project sequence requirements.
- Coordinate with estimation, procurement, planning and commercial departments for nominated manufacturer / supplier to meet the project submission deadline
- Coordinate with site team / design team for issuance of submittal in line to project requirements.
- Prepare material comment resolution response to Client / Consultant comments.
- Meeting and coordination with the clients, consultants, sub-contractors, site team, suppliers for the material presentation, clarification & issues as required.
- Coordinate with QA/QC, procurement & production department by transmitting the approved samples & material submittals
- Preparing, monitoring and updating material logs & reports.

S&T INTERIORS & CONTRACTING (Services & Trade Company LLC) - Dubai UAE MATERIAL COORDINATOR – PROJECTS & TECHNICAL (MAR 2019 – AUG 2019)

- Work with project manager and site team to determine schedule and volume of materials required to submit as per project requirements.
- Reading and understanding materials specifications, drawings and BOQ for materials take-off, scope of work and package for projects.
- Support the site team to resolve the material issues (installation, requirements, etc.).
- Coordinating and negotiating with the Vendors / Suppliers and Sub-contractors for the technical documents & samples for the submission of materials.
- Processing, check and review the internal material technical submittals and samples and from the sub-contractors for the approval of the consultant / client.

ELIZABETH MONTILLA

Deira, Dubai UAE

(971) 50 7883432

thebs22@hotmail.com

PROFESSIONAL ACHIEVEMENT /

Certificate of Completion in Business Etiquette and Managing Meetings Training issued by DEPA Interiors (DEPA United Group) on 19th April 2016.

Certificate of Completion for English Course B2 Level issued by Eton Institute on December 2015.

Certificate of Achievement for successfully completing Document Control Training Program issued by DEPA United Group on 28th February 2013.

- Meeting and coordination with the clients, consultants, sub-contractors, site team, suppliers for the material presentation, clarification & issues as required.
- Preparing, monitoring and updating material logs & reports.

ATELIER 21 LLC & Modern Decoration Company (Salam Group) - Dubai UAE

MATERIAL COORDINATOR – Fit-Out, FF&E & Joinery (JAN 2017 – NOV 2018)

Projects: Harvey Nichols, Salam Kido & Kipling Store - Doha Qatar, Mohammad Bin Rashid Al Maktoum City - District 1, The Opus Hotel & Service Apartment, ENOC Filling station - Hatta & Nad Al Shiba, The Ritz Carlton (FFE), Tavola - MOE, Harbour Views Twin Tower, Dubai Creek, Giara Offices @ Terminal 1 Dubai Airport, Gerard Café @ DCC, Sharjah, Specialized Rehabilitation Hospital, AUH, Al Badayer Desert Camp, Sharjah, Hyatt Port Views - Melaheyah, Dubai.

- Reading and understanding materials specifications, drawings and BOQ for materials take-off, scope of work and package for projects.
- Support the site team to resolve the material issues and reporting directly to Technical Manager, Project Manager and internal staff departments.
- Sourcing materials for specified and alternative, its use and availability.
- Coordinating and negotiating with the Vendors / Suppliers and Sub-contractors for the prices/quotations, samples, technical documents for the materials to be used, purchased and installed for the projects.
- Processing, check and review the internal material technical submittals samples and from the sub-contractors for the approval of the consultant/client.
- Meeting and coordination with the clients, consultants, sub-contractors, site team, suppliers for the material presentation, clarification & issues as required.
- Issuance of materials procurement requests for the approved and required materials and coordination with the procurement team and internal departments for follow-up orders, payments and deliveries.
- Preparing, monitoring and updating material logs & reports.

DEPA INTERIORS LLC (DEPA GROUP) - Dubai, UAE

JR. MATERIAL COORDINATOR (AUG 2012 – JAN 2017)

Projects: Fairmont Baku Flame Tower - Azerbaijan, Dubai Opera House, Anantara Hotel - Dubai, W Hotel & Residences, Jewel of the Creek, Fountain Views Address Residences, Nikki Beach Resort & SPA, Intercontinental Hotel, Angola & Dakka, Refurbishment of Shangri-La Hotel, Fit-out & FFE

- Prepare material log based and in compliance on the contract specification, drawings and BOQ, keeping it updated and monitored.
- Negotiating with the Vendors / Sub-contractors for the package and materials to be used, purchased in the projects.
- Source materials as per project requirements, finding alternative source for value engineering and ensures that all the right materials are readily available.
- Facilitate in submitting documents and material samples to obtain approval from the consultant / designer / client.
- Issuing and processing material procurement request for the approved materials to be installed and used in the project.
- Liaise, coordinating and monitoring with the team and any other departments during the procurement process up to delivery of materials and installation at the project site.
- Coordinate & organize meeting between the suppliers, internal staff team/departments, if requested.
- Meeting and coordination with the clients, consultants, sub-contractors, site team, suppliers for the material presentation, clarification & issues as required.
- Preparing, monitoring and updating material logs & reports.

ELIZABETH MONTILLA

Deira, Dubai UAE

(971) 50 7883432

thebs22@hotmail.com

SKILLS / COMPETENCIES / STRENGTHS

Demonstrates proficiency with usage of MS Office program Primavera Contract Management Software, Oracle Database, Word, Excel, Outlook, Powerpoint, Aconex, ERP SAP Microsoft Dynamics and other Microsoft Office applications.

Time Management skill, dependable, hardworking, well organized, team player.

Persistent and enthusiastic in learning new things and ideas that enhances my personal growth.

Willing to undergo training and seminar to fit a particular need.

AL GHURAIR CENTRE LLC (AL GHURAIR GROUP) - Dubai UAE

DOCUMENT CONTROLLER (FEB 2008 - AUG 2012)

- Responsible for the overall control of company documents according to the standard filing system by keeping records, tracking & filing of all the documents manually and electronically & orderly, complete and categorized for easy accessibility to specific records and projects for future reference.
- Compose internal memos and external correspondence for senior management in respond to the inquiries from the Consultants and Contractors, follow-ups, complaints as well as other day to day written communication and reviewed all documentation to eliminate errors.
- Receive, stamp, submit and distribute the documents to other departments, consultants and contractors and ensure that all documents submitted are checked to identify deficiencies and recommend corrective actions.
- Schedule and coordinate department, internal and external meetings, appointments and other similar activities.
- Coordinating and giving support to other staff/department that requires assistance to business related works and reporting directly to the Vice-President-Construction.

PEREZ LAW OFFICE, Notary Public and Real Estate Broker, Philippines

LEGAL SECRETARY / PERSONAL ASSISTANT & ADMIN (APR 2000 – FEB 2008)

- Assist clients for their needs and inquiries specifically for preparing and notarizing legal documents they need.
- Entertain incoming and outgoing telephone calls and handle, filing and control incoming and outgoing faxes and e-mails.
- Preparing correspondences, affidavits, contracts, agreements, deeds and other related legal documents for notary.
- Personal assistant and reporting to the managing director of the company.
- Maintain, organize and keep custody of all confidential files and other relevant documents.
- Maintain and update the records of the notarial documents into notarial register book & prepare and submit monthly notarial report and forwarded to the Provincial Clerk of Court.
- In-charge on paying various taxes into respective government agencies for processing of registration and transfer of land titles.

EDUCATION

SYSTEM TECHNOLOGY INSTITUTE (STI College)

Poblacion, Sta. Maria, Bulacan, Philippines

Course: Diploma - Graduate of Computer Programming

1998-2000

On the Job Training - Office Secretary of District Supervisor at District Office of Santa Maria Elementary School, Philippines

SACRED HEART ACADEMY (Secondary)

Poblacion, Sta. Maria, Bulacan, Philippines

1993-1997

STA. MARIA ELEMENTARY SCHOOL (Primary)

Poblacion, Sta. Maria, Bulacan, Philippines

1987-1993