



Lawrence Angelo Sanchez

Administrator / Coordinator

Dedicated and detail-oriented professional with more than 4 years of experience in administrative roles in the Philippines and Dubai, UAE, demonstrating proficiency in coordinating office operations and providing exceptional support to teams. Adept at managing multiple tasks simultaneously while maintaining a high level of accuracy and efficiency. Skilled communicator with a proactive approach to problem-solving and a commitment to delivering excellent service.

CONTACT

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<https://wa.me/971585220315>

EMAIL ADDRESS

Las100990@gmail.com

ADDRESS

Al Barsha Heights, Tecom,
Dubai UAE

LINKEDIN

<https://www.linkedin.com/in/amazingfullness/>

SKILLS

- Customer Service
- Planning & Organizing
- Microsoft Office
- Office Management
- Customer Focus
- Communication Skills
- Time Management
- Attention To Details
- Problem Solving
- Employee Relation

EDUCATION

STI College
Bachelor of Science in
Information Technology
- Undergraduate

WORK EXPERIENCE

Administrator / Coordinator

Plus Prime Building Contracting LLC

PO Box No 390145, Dubai – UAE

August 1, 2023 – Present

RESPONSIBILITIES:

- 1) Project Management:** Overseeing and managing construction projects from inception to completion, ensuring they are completed on time, within budget, and according to specifications.
- 2) Coordination:** Acting as the main point of contact between different teams involved in the construction process, including architects, engineers, contractors, subcontractors, suppliers, and clients.
- 3) Planning and Scheduling:** Developing project plans, schedules, and timelines, and ensuring that all tasks are completed according to the agreed-upon schedule.
- 4) Budgeting and Cost Control:** Monitoring project budgets, tracking expenses, and identifying opportunities to reduce costs while maintaining quality standards.
- 5) Quality Assurance:** Implementing and enforcing quality control measures to ensure that construction projects meet industry standards and client expectations.
- 6) Risk Management:** Identifying potential risks and challenges associated with construction projects and developing mitigation strategies.
- 7) Procurement and Logistics:** Managing the procurement of materials, equipment, and services required for construction projects, as well as coordinating their delivery to the construction site.
- 8) Regulatory Compliance:** Ensuring construction projects comply with all relevant building codes, regulations, and safety standards.

PERSONAL INFORMATION

Date of Birth

- October 9, 1990

Nationality

- Filipino

Marital Status

- Married

CHARACTER REFERENCE

Available upon request.

9) Communication: Facilitating clear and effective communication between all stakeholders involved in construction projects, including providing regular updates to clients and management.

10) Problem-solving: Resolving conflicts, addressing issues, and making decisions to keep construction projects running smoothly and on track.

11) Team Leadership: Providing leadership and direction to project teams, motivating team members, and fostering a positive and collaborative work environment.

12) Documentation and Reporting: Maintaining accurate project documentation, including progress reports, meeting minutes, and other relevant records.

Administrator / Coordinator

MPAC Sports Basketball

25a St., Al Quoz, Dubai, UAE

Nov 2021 – Jul 26, 2023

Customer Service Specialist TaskUs

Bohol – Shopee Account

Dao district, Tagbilaran City, Bohol

December 2020 - July 2021

Customer Service Cum Sales Specialist

Ibex - Frontier Account

Tagbilaran City, Bohol

July 2019 - July 2020

Customer Service Representative

QPM Rightshoring Services - Truegenics Account

Cebu City, Cebu

September 2017 - September 2018

Firetruck Operator

LGU Baclayon

Poblacion, Baclayon, Bohol

August 2015 - October 2016

Customer Sales Cum Service Specialist

Qualfon Inc.

IT Park Cebu, Cebu City, Cebu

August 2013 - June 2014

I certify that the information provided in this Curriculum Vitae is true and accurate to the best of my knowledge.