



# KIM AUSTER ROGUEL

106, Villa 199, Shabib Bin Saeed Al Muhairi St. Khalidya, Abu Dhabi

+056 907 2156

roguelkimauster@gmail.com

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## PROFILE SUMMARY

Experienced Liaison and Site Inspector with four years in construction, skilled in bridging communication between engineering teams, contractors, and clients for smooth project execution. Expertise in site inspections, problem-solving, and managing project documentation. Focused on delivering projects on time and in compliance with quality, safety, and regulatory standards. Also experienced in production, inventory management, and product delivery coordination, ensuring operational efficiency and accurate fulfillment.

## PROFESSIONAL EXPERIENCE

### • 2020 - 2024

Rizal, Philippines

#### DARCY & ANNA BUILDERS AND TRADING

##### Liasion and Site Inspector

- Conduct regular site visits to assess project progress and quality of work, ensuring full compliance with approved plans and standards.
- Ensure that all materials and workmanship meet established quality standards and project specifications.
- Verify adherence to safety protocols and regulatory requirements on-site, minimizing the risk of accidents.
- Ensure all construction activities are in full compliance with safety standards, local building codes, and relevant regulations.
- Maintain detailed and accurate records of inspections, permits, project progress, payroll, and any changes, facilitating efficient project management and documentation.

### • 2019- 2020

Rizal, Philippines

#### DARYANA BEAUTY

##### Inventory and Delivery Coordinator

- Monitor inventory levels to maintain stock balance, performing regular audits for accuracy.
- Coordinate timely picking, packing, and shipping of orders for efficient delivery.
- Oversee delivery scheduling and dispatch, ensuring timely and complete deliveries without damage.
- Ensure delivered goods meet quality standards and address any discrepancies or damages.
- Ensure compliance with company policies, safety standards, and legal regulations in inventory and delivery processes.
- Provide regular reports on inventory levels, delivery performance, and stock movement.

### • 2017- 2018

Rizal, Philippines

#### UNILAB INC.

##### Production Associate

- Collect and transport raw materials and finished products within the production area.
- Inspect products during the production process to ensure they meet quality standards and specifications.
- Assist with tracking inventory levels and notifying supervisors of stock shortages or issues.

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## EDUCATION

### • 2012 -2016

Rizal, Philippines

#### UNIVERSITY OF RIZAL SYSTEM

- Bachelor of Science in Business Administration - Marketing

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## EXPERTISE AND SKILLS

- Management Skills
- Collaboration
- Operational Efficiency
- Organizational Skills
- Leadership

## ADDITIONAL INFORMATION

- Valid International Driver's License