

# JEFFERSON GULAN

Recruitment & Talent Acquisition Specialist | Skilled in Administration, Document Control & Project Coordination



## CONTACT

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## PROFILE

Civil Engineering graduate with 7+ years' experience in administration, document control, recruitment, and HR coordination across construction, engineering, and general sectors. Skilled at managing sensitive documentation, vendor registrations, full-cycle recruitment, and executive-level support with precision and confidentiality.

Detail-oriented and adaptable, I thrive in fast-paced environments, streamlining workflows, supporting teams, and ensuring compliance while maintaining strong stakeholder communication.

Core strengths include:

- **Administrative & Executive Support:** calendar management, meeting coordination, correspondence drafting, confidential file handling.
- **Document Control & Compliance:** version control, contract processing, vendor registration, record management.
- **Recruitment & HR Coordination:** sourcing, interviewing, onboarding, employee records, and worker welfare programs.
- **Stakeholder Communication:** liaising with executives, site teams, suppliers, and clients to ensure smooth operations and timely reporting.

## EDUCATION

### POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

Bachelor of Science in Civil Engineering  
2008 – 2015

## CORE SKILLS

- Talent Acquisition & Recruitment Strategy
- Full-Cycle Recruitment (Local & Overseas)
- Technical & Skilled Manpower Sourcing
- Job Analysis & Candidate Assessment
- Vendor Registration & Prequalification
- Tender Sourcing & Bidding Coordination
- Site Supervision & Project Coordination
- Document Control & Compliance (POEA, ETIMAD, Saudi Embassy)

## WORK EXPERIENCE

### GR8 CHOICE GENERAL CONSTRUCTION COMPANY

#### Administrative & Document Control Specialist | Executive Support

May 2024 – September 2025

- Administered and monitored document control systems (hard copy and digital), maintaining accurate records, version control, and retrieval processes to support audits and compliance requirements.
- Coordinated vendor registrations, supplier onboarding, and prequalification submissions for mega-projects including NEOM, ROSHN, Qiddiya, Diriyah Gate, The Red Sea, and Etimad, ensuring timely approvals and adherence to client specifications.
- Monitored and maintained vendor accounts across procurement platforms, ensuring updated company profiles, compliance documentation, and timely renewal of requirements to maintain bidding eligibility.
- Coordinated with site engineers on daily activities and material requirements, preparing daily site reports and weekly progress updates to track milestones and support project execution.
- Provided executive support by managing calendars, scheduling meetings, drafting correspondence, and handling confidential files with discretion.
- Supported senior management in technical and commercial proposal preparation by gathering departmental inputs and ensuring alignment with client requirements.
- Monitored procurement portals and tender platforms for new opportunities, clarifications, and deadlines to avoid missed submissions.
- Acted as liaison between management, site teams, suppliers, and business development units, improving information flow and reducing project delays.
- Oversaw office administration tasks including travel coordination, onboarding paperwork, leave tracking, and employee recordkeeping.
- Ensured all reports, correspondence, and submissions were completed to a high professional standard, supporting both internal operations and external stakeholder engagement.

### MOHAMMED AL ABDULLATIF RECRUITMENT OFFICE

#### Talent Acquisition / Recruitment Specialist

September 2018 – May 2024

- Managed **end-to-end recruitment lifecycle** for skilled, semi-skilled, and household service workers across construction, engineering, healthcare, hospitality, and domestic sectors.

## TECHNICAL SKILLS

- MS Office Suite (Excel, Word, PowerPoint)
- LinkedIn Recruiter & Online Sourcing Platforms
- Etimad, NEOM, ROSHN, and other vendor portals
- AutoCAD (Basic knowledge for site layouts)
- Project Scheduling Tools (e.g., MS Project – if applicable)
- Google Workspace (Docs, Sheets, Drive)
- Applicant Tracking Systems (ATS) – if used

## SOFT SKILLS

- Strong Communication & Interpersonal Skills
- Strategic Thinking & Problem Solving
- Detail-Oriented & Highly Organized
- Adaptable and Quick to Learn
- Team Collaboration & Cross-Functional Coordination
- Client Relationship Management
- Time Management & Multi-Tasking

- Conducted **candidate sourcing, CV screening, and structured interviews** to assess qualifications, cultural fit, and compliance with client requirements.
- Partnered with GCC and international clients to define manpower requirements, lead bulk hiring campaigns, and deliver qualified candidates within agreed timelines.
- Oversaw **pre-deployment compliance** including POEA documentation, embassy clearances, visa processing, medical testing (GAMCA), and Musaned application for domestic workers.
- Processed contracts through the **Ministry of Human Resources (MWO)** in Riyadh, ensuring full alignment with Saudi labor laws and regulations.
- Coordinated **onboarding logistics** such as accommodation, food provision, transportation, and deployment schedules, ensuring smooth mobilization.
- Designed and facilitated **pre-departure and post-arrival orientation programs**, including cultural briefings, labor rights awareness, and workplace safety seminars.
- Acted as **Welfare Officer**, providing continuous support to deployed workers, addressing grievances, coordinating with labor offices, and ensuring health and safety compliance.
- Supported HR generalist functions: **payroll coordination, leave tracking, benefits administration, performance management, and employee relations**.
- Maintained accurate **document control and HR databases**, generating recruitment KPIs, compliance reports, and workforce analytics for management.
- Streamlined collaboration between **HR, finance, and operations teams**, reducing cycle times and meeting strict project mobilization deadlines.
- Successfully deployed **2,000+ candidates** across GCC projects by building strong pipelines, maintaining compliance, and strengthening client relationships.