

CHADRA M. ABDULLAHI

Project Support | Document Control | Project Coordinator

Manila, Philippines | +63 905 317 8988 | chadraabdullahi@gmail.com

www.linkedin.com/in/chadra-abdullahi-880b7217 | Open to Remote & Hybrid Roles | Available for Relocation

PROFESSIONAL SUMMARY

Results-driven Construction Engineer and Project Support professional with 5+ years of international experience across Nigeria and the Philippines. Specialises in document control, project coordination, procurement administration, and quality compliance. Holds an MSc in Construction Engineering Management (University of East London). Proven track record supporting fast-paced project environments with attention to detail, strong communication, and cross-functional coordination. Actively seeking remote and hybrid Project Support, Document Control, or Project Coordinator roles.

KEY SKILLS

- Document Control & Records Management
- Project Coordination
- Procurement Management
- Quality Control & Compliance
- Administrative & Operations Support
- AutoCAD
- Report Writing
- Microsoft Office Suite (Word, Excel, PowerPoint)

PROFESSIONAL EXPERIENCE

Technical Assistant Engineer – Project Support / Document Control Apr 2021 – Dec 2023

Julius Berger Nigeria PLC | Abuja, Nigeria

- Managed end-to-end document control processes, including filing, tracking, and distribution of project reports, drawings, and technical records.
- Analysed project requirements and ensured alignment with technical specifications and contractual standards.
- Coordinated technical support across project teams, improving workflow efficiency and cross-team communication.
- Developed and maintained comprehensive documentation systems for technical processes and procedures.
- Prepared and submitted regular project progress reports to senior management and stakeholders.

Procurement Engineer – Project Administration Support Jan 2020 – Dec 2020

Brostan Construction | Isabela, Philippines

- Processed and tracked purchase orders, invoices, and procurement documentation.
- Analysed supplier performance to optimise purchasing strategies and reduce procurement costs.
- Coordinated procurement activities to ensure the timely delivery of construction materials.
- Applied ethical procurement procedures to reduce risk and ensure transparent project execution.

Junior Project Engineer Mar 2019 – Oct 2019

CT-Technologies Inc. | Manila, Philippines

- Coordinated project activities to support efficient resource utilisation and timely milestone achievement.
- Prepared and reviewed project documentation to ensure compliance with specifications and reduce rework.
- Supported quality control inspections to verify that construction works met industry and client standards.

Quality Control Engineer

Nov 2017 – Feb 2019

Jose Aliling Construction Manager Inc. | Manila, Philippines

- Conducted thorough inspections of materials and workmanship to verify compliance with project specifications.
- Maintained detailed quality records and documentation for use in audits, investigations, and reporting.
- Reported quality issues and coordinated corrective actions to reduce rework and improve compliance.
- Attended pre-construction meetings and contributed input to quality assurance planning procedures.

Front Desk Coordinator

Aug 2009 – Dec 2011

Smile Dental Practice | Abuja, Nigeria

- Managed patient scheduling and appointment confirmations to optimise daily clinic operations.
- Coordinated communication between patients and clinical staff to enhance service delivery.
- Balanced daily cash drawer reconciliations and maintained accurate financial records.
- Implemented office procedures that streamlined front desk workflows and improved overall efficiency.

Junior Draftsperson / Secretary

Nov 2008 – Jul 2009

SCC (Nigeria) Limited | Abuja, Nigeria

- Assisted in preparing technical project drawings and documents to meet project specifications.
- Supported quality control inspections to ensure construction works complied with industry standards.

EDUCATION

Master of Science – Construction Engineering Management

Jul 2023

University of East London, United Kingdom

Bachelor of Science – Construction Engineering and Management

May 2017

Mapúa Institute of Technology, Manila, Philippines

CERTIFICATIONS & TRAINING

B1 Level (Deutsch-Sprachkurs) – BONNLINGUAL Sprachinstitut, Bonn, Germany 2024

Standard First Aid & BLS-CPR with AED – Philippine Red Cross – Laguna Chapter 2019

Safety Officer 2 – Trainovate, Manila, Philippines 2019

Architectural Drafting (TESDA) – TESDA-CSHCI, Catanduanes, Philippines 2005–2007

LANGUAGES

English (Native) | Tagalog (Native) |

ADDITIONAL INFORMATION

Actively seeking remote and hybrid positions globally. Open to relocation. Willing to obtain a work visa/sponsorship where required.