

ANNALYN CACHERO

Licensed Civil Engineer (PRC) | Operations & Coordination Professional
San Pablo City, Laguna, Philippines
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PROFESSIONAL SUMMARY

Licensed Civil Engineer with 6+ years of experience in operations coordination, facilities maintenance, construction support, and administrative management across the UAE, KSA, Qatar, and the Philippines. Experienced in multi-site operations, vendor coordination, documentation control, reporting, and project support in both on-site and remote environments. Skilled in managing workflows, maintaining operational accuracy, and supporting cross-functional teams in fast-paced, deadline-driven settings.

CORE COMPETENCIES

Facilities & Operations	Project & Technical Support	Administration & Remote Support
<ul style="list-style-type: none">Multi-site operations supportWork order tracking & schedulingVendor & contractor coordinationPreventive & corrective maintenance monitoring	<ul style="list-style-type: none">Construction supervisionQA/QC inspections & reportingBOQ & quantity take-off assistanceTechnical documentation & submissions	<ul style="list-style-type: none">Document control & filing systemsReporting & data managementProcurement & material coordinationExpense tracking & reporting

***Tools:** Microsoft Excel | Word | Outlook | Google Workspace | AutoCAD | Odoo | Canva | Meta Business Suite | ChatGPT

PROFESSIONAL EXPERIENCE

Co-Owner | Marketing & Operations Support

Giliw Café Mobile Coffee Truck | Philippines

March 2026 – Present

- Manage social media marketing, content creation, and promotions using Canva and Meta platforms.
- Use digital tools including ChatGPT for content ideas, captions, and marketing support.
- Handle customer inquiries and online engagement.
- Track daily expenses using Google Sheets/Excel and cross-check sales using Loyverse POS system.
- Support onsite operations, order coordination, and event documentation.

Maintenance Coordinator (Hybrid)

Saddle Café LLC | Dubai, UAE

Oct 2025 – Mar 2026

- Coordinated maintenance operations across 37 retail and food service locations in UAE and KSA.
- Managed technicians, contractors, AMC providers, and internal stakeholders for service delivery and issue resolution.
- Monitored work orders, preventive maintenance schedules, and asset tracking systems.
- Prepared operational reports and maintenance updates for management review.
- Supported event setups, technical requirements, and supplier coordination activities.

Maintenance Coordinator (Hybrid)

Gourmet Gulf Co. LLC | Dubai, UAE

Jan 2024 – Sep 2025

- Coordinated maintenance activities for 16 outlets across UAE, KSA, and Qatar.
- Managed service requests, contractor follow-ups, and preventive maintenance schedules.
- Ensured compliance documentation aligned with Dubai Municipality, EMAAR, and Majid Al Futtaim standards.
- Supported renovation projects through procurement coordination, snagging, and close-out documentation.
- Maintained operational records and communication with stakeholders.

Admin cum Site Document Controller

Trasand Contracting OPC LLC | Dubai, UAE

Jun 2023 – Dec 2023

- Managed project documentation including drawings, technical submissions, billing records, and site reports.
- Coordinated documentation flow between subcontractors and project teams.
- Prepared manpower reports, material requests, expense tracking, and payment summaries.
- Maintained document control systems to ensure compliance and accurate reporting.

Project Engineer (Civil)

NDM Sanchez Builders & Development Corp. | Batangas, Philippines

Feb 2020 – Apr 2023

- Supervised daily construction activities and subcontractor coordination for LGU infrastructure projects.
- Prepared progress reports, material estimates, billing documents, variation orders, and technical submissions.
- Conducted QA/QC inspections including concrete testing, rebar checks, and site compliance monitoring.
- Managed material tracking, delivery coordination, and project documentation.
- Coordinated with clients, suppliers, and site teams to ensure project alignment and timely completion.
- **Key Projects:**
 - 3-Storey Multi-Purpose Building (Municipal Hall) – Malvar, Batangas
 - Improvement of Barangay Pathways – Malvar, Batangas
 - Farm-to-Market Road with Bridge – Taysan, Batangas (PRDP – DA–World Bank Funded)

EDUCATION

Bachelor of Science in Civil Engineering

Laguna College | 2014 – 2019

MOFA Attested Diploma and Transcript of Records

LANGUAGES

- English (Fluent)
- Tagalog (Native)