

Dominador P. Estrada

*Petro Rabigh, Refinery & Petrochemicals Company (Al-Suwaidi Contractor)
Operations and Maintenance Department
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Career Objectives:

To seek a position in organization that offers a vast opportunities for financial stability and for development, wherein I can enhance my best knowledge and skills; to strive for growth both organization and individual.

To meet a new wide scope of challenges for professional growth development and career advancement.

Summary of Professional Highlights& Qualifications:

With Nine (9) consecutive years of experience in Oil & Gas Industry as administrative functions in petrochemicals companies such as; Yanbu Aramco Sinopec Refining Co. Ltd. (YASREF-Aramco affiliate) Maintenance Department; Saudi Basic Industries Corp. (SABIC) Employee Relations & Payroll/Benefits Department; Yanbu Petrochemical Company (YANPET-Sabic affiliate) Operations & SSGS Department; Yanbu National Petrochemical Company (YANSAB-Sabic affiliate) Quality Assurance & Laboratory Department. Ensuring good quality of workmanship in accordance to company standard and codes. Possessed adequate experience to implement and execute the tasks required in promoting services that will promote the company common objective of providing quality output in all aspects of works. If given a chance, I perform another duties as may be assigned; efficiently, honestly, independently, excellently and with the best of my ability.

Company Record's Profile:-

Professional Highlights

Company : **Petro Rabigh Refining & Petrochemicals Company**
Address : PO Box 101, Rabigh 21911, Saudi Arabia
Job Title : Department Secretary/Admin. Asst.
Department : Field Maint. Refining & Utilities Dept.(FMRU)
Sponsor : Al-Suwaidi Industrial Services Co. Ltd.
Incl. Date : 01 Oct. 2017 - up to the present.



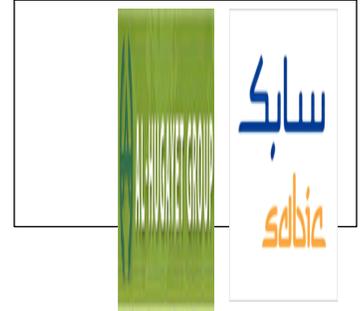
Duties & Functions:-

- Consolidating the ETR (Excess Time Report) on monthly basis.
- Reconciliation of ETR based of Timekeeping, OT Prior Approval & Manual Attendance.
- Summarize the Vacation Balance of the employees as required.
- Operate SAP Systems for all requisitions raised by the employee's & for 3 Sections Refinery/Utilities/Terminal Marine i.e: Leave's & Vacations; B2B system for Purchase Requisition; E-GR; Visitor Gate Pass; Material Gate Pass; Transfer Vehicles Ownership/Stickers; Contractors Cost Center Change;
- Monitor the calendar of Manager's meeting appointment daily.
- Consolidate the report daily for Manager's information.
- Facilitate the housing request to community in collaboration of ERD.
- Acted as customer service through on-line system and facilitates remedy, solution for

different queries both internal & external communications.

- Register in the system the On-Call Coverage Key personnel.
- Receiving Timesheets from contractors, invoices for Manager's approval.
- Coordinate the DNATA Travel for employee's training & business trip.
- Consolidation & liquidation of invoices for financial reconciliation and process payment authorization business settlement to Finance/Accounting Department.
- Involve and facilitates documents during Auditing purpose.

Company : **Saudi Basic Industries Corp. (SABIC)-Head Office**
Address : PO Box 5101, Riyadh 11422, Saudi Arabia
Job Title : Admin. Asst. to the Gen. Manager & Directors
Department : Technology Management - Chemicals SBU
Sponsor : Al-Hugayet General Contracting Co.
Incl. Date : 28 Oct. 2014 – 30 June 2016



Duties & Functions:-

- Answers and screens phone calls and manage the General Manager's mail.
- Schedules and coordinates appointments, meetings and events, including registration and travel arrangements as necessary.
- Transcribes drafts, proofreads and revises correspondence, memos, flyers, agendas, minutes, resolutions and policies.
- Assists in the completion of various forms, notices, press releases and other communications, which may require posting and/or publication.
- Assists General Manager with customer inquiries and problem resolution.
- Assists District personnel in meeting preparation, set-up and organize the event.
- Exhibits ability to constructively deal with conflict and afford effective resolutions.
- Assures departmental operations within budgetary guidelines.
- Exhibits willingness to ensure successful inter-departmental relationships.
- Monitor the calendar of Manager's meeting & appointment daily.
- Assist Guest's/Visitors and facilitate other formalities to access in our company premises.
- Coordinate for Training Department for training/seminars schedule in our different affiliates employee in our Academy.
- Operate SSRS system online request whatever arise in our Department.
- Ordering stationeries & furniture whatever needs for our newly hired employee.
- Process the requests: E-mail Acct, SAP Access & Internet access for all employees in our department.
- Facilitates the medical reports to Company Doctor in terms of sick leave of the employee.
- Receive all correspondences both internal & external business matters.

Company : **Yanbu Aramco Sinopec Refining Co. Ltd. (YASREF)**
Address : Industrial City, Yanbu Saudi Arabia



PO Box 32223, Yanbu 41912
Job Title : Administrative Asst.
Department : Maintenance Department
Sponsor : Al-Hugayet General Contracting Co.
Incl. Date : 01Sept. 2013 – 15 Sept. 2014

Duties & Functions:-

- Check the Daily Time Record Log-Book for the employee on daily basis.
- Filing the internal memorandum & distribution.
- Ordering stationeries quarterly as required in our maintenance department.
- Monitor the calendar of Manager's itinerary.
- Arrange travel & hotel reservation during business trip of my superior.
- Assist Guest's/Visitors and facilitate other formalities to access in our company premises.
- Contact and follow-up during training schedules of the employee.
- Coordinate with I.T Department for E-mail Acct, SAP Access & Internet access
- Process the Leave Request and approval to our department manager.
- Assist Manager's task as required by the Department Manager.
- Type and compose different types of business correspondence via MS Outlook and letters.
- Maintain good public relations with district employees by courteous and prompt handling of questions and requests.
- Record all incoming emergency phone work orders and distribute to appropriate supervisors.
- Maintain a schedule of appointments and make arrangements for conferences and interviews.
- Responsible for preparing and maintaining all maintenance employment documents, which include pre-employment forms, new employee packets, action sheets, and exit forms.
- Open, and sort mail for maintenance/operations department, project manager, and distribute mail to other concern departments.

Company : **Saudi Basic Industries Corp. (SABIC)-Western Region**
Address : Industrial City, Royal Commission
PO Box 30333, Yanbu 21417, Saudi Arabia
Job Title : **Records Specialist/Secretary**
Department : **Employee Relations - HR/Payroll & Benefits Dept.**
Sponsor : Al-Suwaidi Industrial Services Co. Ltd. (SIS)
Incl. Date : 01January 2011 – 31July 2013



Duties and Responsibilities :-

- Perform Clerical jobs; initiative plus day-to-day communications & interlock difficulties from employees as source of information and to resolve the issues for all peers & client's query.
- Revolve around managing and distributing information within an office.
- Generally, includes answering phones, taking memos and maintaining files.
- In-charge of sending and receiving correspondence as well as greeting clients and customers.
- Minutes of Meeting Preparation & distribution.

Book Keeping and Scheduling:-

- Take charge of monitoring and recording expenditures.
- Duties may range from collating spreadsheets to reporting expenses to an office manager.
- Knowledgeable in office book keeping software, such as MS Excel.
- Planning events like board meetings and luncheons may also be the responsibility. It requires researching vendor prices or inquiring about participant's availability.
- Other duties may include scheduling of appointments and preparing presentation skills.

Documentation and Specialized Duties:-

- Also help office members with documentation.
- Aside from storing, organizing and managing files , compose correspondence, edit and proof read documents.
- Take dictation or record the minutes of meetings.
- To have extensive professional knowledge.

Company : **Yanbu National Petrochemical Co.(YANSAB)**
Address : **Industrial City, Yanbu Saudi Arabia**
Job Title : **Secretary to QA & Laboratory Manager**
Department : **Quality Assurance & Laboratory Department**
Sponsor : **Al-Suwaidi Industrial Services Co. Ltd. (SIS)**
Incl. Date : **01 January 2010 – 31 December 2010**



Duties and Responsibilities :-

- Organize the office of QA & Laboratory Manager daily.
- Scrutinized the incoming documents for implementation and for actions if required.
- Documentation and processing for inter-office and external business correspondence as needed by the department and its clients.
- Consolidate the weekly reports provided by Lab Tech and Chemist's in order to upload in the Portal as Shared Folder.
- Contact courier services incase of laboratory equipment has faulty, repair and maintenance.
- Collect mails/newspaper & flyers to Admin. Building intended for department and for distribution to the concerned authority.
- Control the conference meeting room for booking and reservation.
- Filing arrangement both manually, chronologically and computerized system.
- Raise the PR request for tools, materials to the warehouse stock and non-stock items thru SAP system.
- Facilitates the documents for GM approval such as letters and for Payment Request to Accounts & Finance Department.
- Coordinate of maintenance department for any technical obstacles encountered in our department.
- Consolidate weekly housekeeping reports and for janitorial services completion.
- Arrange catering request for special events occasionally.

Company : **Yanbu Petrochemical Co.(YANPET-Sabic affiliate)**



Address : Industrial City, Yanbu Saudi Arabia
Job Title : Administrative Assistant
Department : Operations Dept., Ethylene Unit- 10
Sponsor : Al-Suwaidi Industrial Services Co. Ltd. (SIS)
Incl. Date : 01 October 2005 – 31 December 2009

Company : **Information Management Technologies (IMT)**
Address : 12th Floor, Habitat Bldg. Al-Khobar, Saudi Arabia
Job Title : Secretary to the Managing Director
Department : Executive Management Office & CEO
Sponsor : Al-Suwaidi Industrial Services Co. Ltd. (SIS)
Incl. Date : 01 October 2004 – 31 September 2005



Company : **Riyadh Cables Group of Companies**
Address : Riyadh, Kingdom of Saudi Arabia
Job Title : Secretary to Purchasing Imports Manager
Department : Purchasing Imports Department
Incl. Date : 18 February 1999 – 31 July 2003



Company : **Haji Abdullah Alireza & Co. Ltd. (GENTEC HQ)**
Address : Jeddah, Kingdom of Saudi Arabia
Job Title : Secretary to Marketing & Commercial Manager
Department : Marketing & Commercial Department
Incl. Date : 15 December 1992 – 31 November 1998



Company : **King Abdulaziz Int'l. Airport (Saudia Terminal)**
Address : Jeddah, Saudi Arabia
Job Title : Secretary to the General Manager
Department : General Management/Administration
Incl. Date : Sept. 1991 – November '1992



Company : **Army Airforce Exchange Service (AAFES)**
Address : Dhahran; U.S. Military Airbase, Saudi Arabia
Job Title : Accounting Clerk/Operation & Cashier
Department : Accounts & Finance Department
Incl. Date : November 1990 – August 1991



Company : **University of St. La Salle, CGPS Research Office.**
Address : Bacolod City, Philippines
Job Title : Research Assistant
Department : Research & Business Center
Incl. Date : 1986 – 1987



Company : **North Negros College**
Address : Cadiz City, Philippines
Job Title : Record Clerk
Department : Administration, Office of the Registrar
Incl. Date : 1984 – 1985

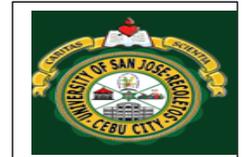
EDUCATION ATTAINMENT:-

Post

Graduate School: New Era University, Quezon City, Philippines.
(9 Units – Master in Business Administration, MBA)



University : University of San Jose - Recoletos
Cebu City, Philippines
Course: - **Bachelor of Science in Office Administration (BSOA)**



College : North Negros College
Cadiz City, Philippines
Course: **Bachelor of Arts – English**
Associate in Accounting
Stenography



Technical : Yanbu Industrial College
Yanbu, Royal Commission, Kingdom of Saudi Arabia
Course: **Computer Troubleshooting & Maintenance**



ENHANCED OF DIFF . FOLLOWING SYSTEM'S SOFTWARE, CODES & STANDARD

- Microsoft Office Applications (MS Outlook, MS Word, Excel, Publisher & Power Point)
- SAP R3 System: W21 (Material Requisition to Warehouse) in stock items; PA61 (Personnel/HR matters), ME53N (Purchase Request), ML81N (Service Entry Sheets), SAP R1 System (Time Management & Travel Order module).
- BAAN 1V Prologue (Purchase Req & Purchase Order Stage)
- JDEdwards system for Procurement module with Online Purchase Request.
- SSRS System (Shared Services Requisitioning System)

SEMINAR'S & TRAINING ATTENDED:-

- SAP Training with B2B System held at PR 205 – Maint. Bldg, Conference Room at PetroRabigh Refining & Petrochemicals Company, Rabigh, KSA – Feb. 06, '2018.
- SAP Basic Training Course held at ITC-Training Center, PetroRabigh, KSA – 11 April 2018.
- EDIMS SAP Training held at ITC-Training Center, PetroRabigh, KSA – 29 April 2018.
- SAP PR Creation & Approval Process held at ITC-Training Center, PetroRabigh, KSA – 03 May '18.
- Basic Workshop Photography, Yanbu Saudi Arabia – 2011
- Service to Commitment to Excellence in Accounting and Finance System conducted by Philippine Institute for Public Accountants (PICPA) Riyadh Chapter held at Riyadh Palace Hotel, Saudi Arabia, year 2000.
- Microsoft Office '97 and U.S. Migration Tips conducted by Philippine Institute for Public Accountants (PICPA) Riyadh Chapter held at Riyadh Palace Hotel, Saudi Arabia, year 1999.
- Office Practicum at Division of City Schools Office – Ministry of Education, Cadiz City Philippines.
- Management Trainee as Educational Fieldtrip at Pepsi Bottling Corporation, Bacolod City, Philippines.
- Certified Executive Secretary with Computer Applications conducted by Filtrade Training Consultant Inc., Makati City, Philippines last January 1999.

REFERENCES:-

- **MR. AHMED S. BOGARI/MR. NASIR Y. HAMDY, Department Manager(A)**
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- **DR. FAHAD ALSHEREHY/MR. SULTAN AL-OTAIBI**
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