

ALLAN MANUEL COMIA

Complete Address: Old Al Qassim Road, HADCO Almarai, Kingdom of Saudi Arabia

Cell Phone No: +966 557526641

Passport No: P1968818B

Birthdate: 03 May 1978

Birthplace: Fabella Memorial Hospital, Manila

Civil Status: Married

Email address: allan_comia@yahoo.com



● **EDUCATIONAL BACKGROUND**

TERTIARY

School: Philippine Maritime Institute

Course: Associate Marine Engineer – Incomplete

Address: Fernando Poe Jr Avenue (Formerly Roosevelt Avenue) Quezon City

School Year: 1996 – 1997

SECONDARY

School: Culiati High School

Address: Culiati, Tandang Sora Avenue, Quezon City

School Year: 1991 – 1995

● **TRAINING CERTIFICATE/QUALIFICATION/LICENSE**

PROGRAM/COURSE TITLE: Personal Hygiene & Food Safety

Name of Awarding Authority: Brian Prystupa PhD

Name of Training Institution: Reza Health & Food Safety Training Centre

Address: Jeddah, Saudi Arabia

Date of Training Period: 09 April 2012

Total hours of training period: 1 day

PROGRAM/COURSE TITLE: Almarai Working Safely

Name of Awarding Authority: Hemantha Balasooriya

Name of Training Institution: Almarai Company

Address: P.O. Box 8524 Riyadh 11492, Saudi Arabia

Date of Training Period: 19 June 2012

Total hours of training period: 1 Day

PROGRAM/COURSE TITLE: Almarai Supervisory Development Programme

Name of Awarding Authority: Alistair Gibb
Name of Training Institution: Cedar Associates
Address: P.O. Box 8524 Riyadh 11492, Saudi Arabia
Date of Training Period: 26-27 January 2016, 24-25 February 2016, 12-13 March 2016
Total hours of training period: 6 Days

PROGRAM/COURSE TITLE: Almarai Advanced Supervisor Development

Name of Awarding Authority: Alistair Gibb, Lindsay Muir, and William McKee
Name of Training Institution: Cedar Associates
Address: P.O. Box 8524 Riyadh 11492, Saudi Arabia
Date of Training Period: 23-24 August 2016, 5-6 November 2016, 6-7 December 2016
Total hours of training period: 6 Days

PROGRAM/COURSE TITLE: Problem Solving & Decision-Making Strategies

Name of Awarding Authority: Andrew Mackie
Name of Training Institution: Almarai Company
Address: P.O. Box 8524 Riyadh 11492, Saudi Arabia
Date of Training Period: December 2016
Total hours of training period: 5 Hours

PROGRAM/COURSE TITLE: Effective Time Management

Name of Awarding Authority: Andrew Mackie
Name of Training Institution: Almarai Company
Address: P.O. Box 8524 Riyadh 11492, Saudi Arabia
Date of Training Period: July 2016
Total hours of training period: 4 Hours

PROGRAM/COURSE TITLE: First Aid & AED Refresher Training

Name of Awarding Authority: Arniel Lapesora
Name of Training Institution: National Safety Council
Address: Hail, Kingdom of Saudi Arabia
Date of Training Period: 20 February 2021
Total hours of training period: 4 Hours

● **WORKING EXPERIENCE**

COMPANY: ALMARAI COMPANY Ltd

Type of Company: Poultry Farm
Address: P.O. Box 8524 Riyadh 11492, Saudi Arabia
Period: July 21, 2011, up to present
Position: Unit Manager

Duties and Responsibilities

1. Manage 72 tunnel ventilated broiler house with 2.5 to 2.8 million broilers.
2. Ensure the farm is managed and ready as per plan, both processing and placing.
3. Manage the chicken health monitoring program to ensure the operation remains disease free in conjunction with the veterinary department.
4. Develop work schedules and establish procedures.
5. Facilitate and participate on routine flock health procedures, i.e., vaccinations, medication, and chick placement.
6. Ensure accurate record keeping takes place.
7. Maintain quality control and housekeeping on all areas within the poultry unit.
8. Give feedbacks and recommendations to higher managers to have the better animal husbandry process.
9. Ensure all requirements of the biosecurity and pest control are adhered on the broiler farm.

● CHARACTER REFERENCES

Mr. William Borthwick

Position: Field Service Technician
Company: St. David's Poultry Team
Address: Exeter, United Kingdom
Contact No. +44 7940 902221
Email Address: borthwick.william@yahoo.com.uk

Mr. Dominic Pascual

Position: Farm Manager
Company: PROTEN PTY LTD
Address: 495B Thwaites Road, Yannathan, Victoria, Australia
Contact No. +61473386999
Email Address: dominicpascual52@gmail.com

Mr. Ibrahim Almutairi

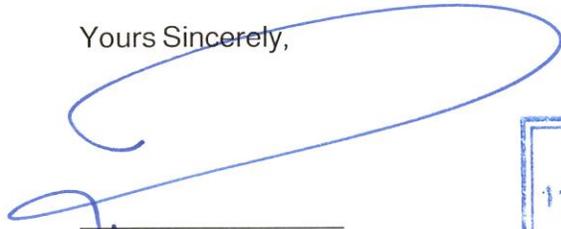
Position: Senior Unit Manager
Company: Almarai Company
Address: Old Al Qassim Road, HADCO Almarai, Saudi Arabia
Contact No. +966 502138567
Email Address: ibrahim.almutairi@almarai.com

CERTIFICATE OF EMPLOYMENT

This is to certify that **Mr. Allan Manuel Comia**, a Filipino national and holder of Passport No. P1968818B, is currently employed by Almarai Company since 21st July 2011 up to the present. He is currently holding the position of **Farm Supervisor** with Staff# 93013 at Poultry Farming, KSA. He receives a basic salary of SAR 6,400 per month.

This certificate has been issued at the request of **Mr Allan Comia** and does not infer any responsibility, obligation legal or financial claims or undertaking on the part of the company.

Yours Sincerely,



Bander Al Dahmash
 Human Resources Manager
 Farming Division



24th August 2021



Employee Payslip

Employee Details					
Name:	Allan Comia	Pers. no.	00093013		
Position:	Unit Manager	Division:	Farming Poultry - KSA	Department:	HAIL POULTRY BROILER
Nationality:	Filipino	Location:	Farm Polry-HAIL	Payment Mode:	Bank Transfers
Bank Name:	The Saudi British Bank	For Period:	03/2022	Payment Date:	24.03.2022
Date Printed:	23.03.2022	Payroll Area:	SB	Payment Currency:	SAR
Nat/Res ID Expiry	18.09.2022			Passport Expiry:	15.06.2029

Earnings	Number	Units	Rate	Arrears	Amount
Basic Salary Scale	31				6603.00
Miscellaneous-Payment					75.00
Total Earnings					6678.00

Deductions	Number	Units	Rate	Arrears	Amount
Canteen Cost--ded					320.00
Total Deductions					320.00

Contributions					
Total Contributions					

Net Pay	SIX THOUSAND THREE HUNDRED FIFTY-EIGHT SAUDI RIYALS	6358.00
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Absence Details:				
Absence Type	Start Date	End Date	Days	

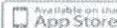
Year to-date Payment Details					
Description	Current Period	YTD	Description	Current Period	YTD
Total Gross Payment	6678.00	28153.00	Difference from previous month	0.00	0.00
Total Gross Deductions	320.00	-960.00	Total Net Payment	6358.00	27193.00

Messages
1. For any further clarifications, please contact your Divisional HR.
2. This is a system generated document and does not require a signature.



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(011) 5287901 – (011) 5287902

Employee Payslip

Employee Details

Name:	Allan Comia	Pers. no.	00093013		
Position:	Unit Manager	Division:	Farming Poultry - KSA	Department:	HAIL POULTRY BROILER
Nationality:	Filipino	Location:	Farm Polry-HAIL	Payment Mode:	Bank Transfers
Bank Name:	The Saudi British Bank	For Period:	02/2022	Payment Date:	24.02.2022
Date Printed:	23.02.2022	Payroll Area:	SB	Payment Currency:	SAR
Nat/Res ID Expiry	18.09.2022	Passport Expiry:	15.06.2029		

Earnings	Number	Units	Rate	Arrears	Amount
Basic Salary Scale	28				6400.00
Miscellaneous-Payment					75.00
Total Earnings					6475.00

Deductions	Number	Units	Rate	Arrears	Amount
Canteen Cost--ded					320.00
Total Deductions					320.00

Contributions

Total Contributions

Net Pay	SIX THOUSAND ONE HUNDRED FIFTY-FIVE SAUDI RIYALS	6155.00
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Absence Details:

Absence Type	Start Date	End Date	Days
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Year to-date Payment Details

Description	Current Period	YTD	Description	Current Period	YTD
Total Gross Payment	6475.00	21475.00	Difference from previous month	0.00	0.00
Total Gross Deductions	320.00	-640.00	Total Net Payment	6155.00	20835.00

Messages

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