

SKILLS:

- ✚ SAP Travel & Expenses Management System.
- ✚ Data Management.
- ✚ Visitor Management System.
- ✚ Customer Relationship Management (CRM).
- ✚ Document Control & Management.
- ✚ Time Management.
- ✚ Project Management.
- ✚ Electronic Document Management.
- ✚ Mechanical & Performance Closeout System.
- ✚ Meeting Management.
- ✚ Quality Management System.

AWARDS & RECOGNITION:

- ✚ RTR&RSD Awesome Employee of the Month of September 2021
- ✚ MOE, KSA Recommendation Letter.
- ✚ OMPPD Certificate of Recognition.
- ✚ GUPD Certificate of Appreciation.
- ✚ HSU Certificate of Appreciation.
- ✚ NAPID Quality Performance Recognition

TRAININGS CERTIFICATE:

Certificate of Completion:

- ✚ Career Management – Jul. 07, 2021
- ✚ Strategic Thinking - Jul. 04, 2021
- ✚ Time Management – Jun. 24 2021
- ✚ Meeting Management – Mar. 29, 2021
- ✚ Managing Your Boss - Mar. 29, 2021
- ✚ Customer Focus - Mar. 23, 2021

Certificate of Training:

- ✚ Industrial Radiation Safety Nov. 18, 2021

QUALIFICATIONS SUMMARY:

- ✚ Well-experienced administrative professional with almost nine years continues working knowledge in multi-cultural environment and semi-government company.
- ✚ Well-versed project management skills in a fast-paced project. Strong oral and written skills with the ability to communicate front end office issues to management team.
- ✚ Advance knowledge in Microsoft Office (Outlook, Word, Excel & Power Point), QMS, CRM and SAP System. Knowledgeable in local network administration and hardware/software computer installation and trouble shooting.
- ✚ Well-developed time management and organizational skills, ability to multi-task and prioritize task under pressure with minimal to no supervision.

EMPLOYMENT HISTORY:

Residential & Recreation Services Division, Saudi Aramco Administrative Clerk

Ras Tanura, Saudi Arabia
Nov. 2020 up to present

Duties & Responsibilities:

- ✚ Undertake administrative scope of work as the secretary for Ras Tanura Recreation and Residential Services Division (RT R&RSD). Perform clerical, secretarial skills to Division and customer relationship concerns.
- ✚ Administered the Division Head meetings, events and manage calendar request and scheduling.
- ✚ Provided and established guidelines for records identification, receiving, control distribution transmittal, filling, maintenance and disposal of record affecting the daily operation activities.
- ✚ Provide administrative assistant and support to five Unit Supervisors and six Group Leaders with their daily operation routine and activities.
- ✚ Handles division, units and groups operations weekly major highlights activity, report monitoring and close communication follow-up for urgent projects in timely and effective manner.

Advisory Office on Sustainability & Climate Change, Ministry of Energy Administrative Assistant

Riyadh, Saudi Arabia
July 2017 – October 2020

Duties & Responsibilities:

- ✚ Perform and undertake administrative scope of work as Chief Negotiator Secretary for Climate Change Office. Provide an executive assistant and support for foreign dignitary, visitors, and delegates.

EDUCATIONAL ATTAINMENT:

Tertiary:

Northeastern Mindanao Colleges
Surigao City, Surigao Del Norte
Bachelor of Science in Information
Technology (**21 Units Only**)
June - September 2005

Vocational:

**Philippines Technical Education &
Skills Development Authority
(TESDA)**
Front Office Services
April 20, 2021

Secondary:

Cantapoy National High School
Cantapoy, Malimono, Surigao Del
Norte, Philippines
March 2005

CHARACTER REFERENCES:

Dr. Khalid M. Abuleif

Sustainability Advisor to The Minister
Advisory Office on Sustainability
and
Climate Change
Ministry of Energy, Saudi Arabia
Mobile No.: (+966) 50-066-6302

Engr. Ibrahim M. Al-Hashem Lead Project Engineer

Onshore Maintain Potential Projects
Department
Gas Upstream Project Division
Mobile No.: (+966) 55-593-9102

- ✚ Administered local and international business travel of the Chief Negotiator, four Sr. Advisors and two Sr. Staffs on processing visa application, handle travel order submission and international expenses submittals using CRM.
- ✚ Observed confidentiality procedure and register, track accountable documentation to ensure appropriate level of security and control.
- ✚ Prepare drafts, coordinate Inter-agencies responses, department memos, letter to other government agency offices. Coordinate with counterpart countries for curtesy call request and required actions.
- ✚ Handling the logistic needs of the Chief Negotiator, securing booking for hotel and transportation during out of kingdom ministerial meetings and international business travels. Ensure all necessary documents and media references are available in one binder with copies for all advisors and staffs.

Gas Upstream Project Division, Saudi Aramco Project Secretary & Document Controller

Haradh, Saudi Arabia
August 2014 - May 2017

Duties & Responsibilities:

- ✚ Direct report to the Lead Project Engineer to assist and undertake a scope of work as project secretary for Project Management Team supports, perform the administrative works, clerical and secretarial skills to other five Project Engineers and 300+ unit personnel.
- ✚ Provide secretarial support for executive level Managers, Operation Personnel's, sub & main contractor Executives and Representatives. Routing callers and correspondences as necessary and took initiative in drafting and finalizing replies to ensure that all matters dealt efficiently and appropriately.
- ✚ Dealt with the proponents, operation department, sub and main contractors' representative. Focal point coordinator for projects updates, major report highlights. conferences and meetings request.
- ✚ Provided and established guidelines for records identification, receiving, control distribution transmittal, filling, maintenance and disposal of record affecting the activities of the construction project.
- ✚ Receive contractor submitted documents, distribution, follow-up documents review and response from Project Inspection Department (PID). Assists in reviewing, compiling, and correlating engineering data and as-built drawings thru QMS.
- ✚ Observed confidentiality procedure and register, track accountable documentation to ensure appropriate level of security and control.