

JOCELYN UMAGUING PICAR
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CAREER OBJECTIVE

To obtain a position that enhances my skills and capabilities where extensive experience will be further developed and utilized

PROFILE SUMMARY

Admin secretary with background in Bachelor of Science in Accountancy (undergraduate). Result driven professional with practical knowledge and experience in administration & other fields. Proven expertise in providing administrative and office support services. Competencies in multitasking, working well under pressure, meeting deadlines, setting job priorities and organizing work functions. Regarded as motivated and dedicated individual with excellent communication and interpersonal skills to relate well to people of all ages, education levels, and diverse cultural backgrounds. Enthusiastic learner who is eager to learn new technology/skills to assist team members.

PERSONAL TRAITS

- Strong Administration Skills.
- The flexibility and willingness to learn.
- Works accurately with attention to detail with the ability to balance multiple priorities in a complex environment.
- Good Coordination Skills.
- Value work & personal ethics.
- Proficient in MS Office
- Time management skills.
- Tact and diplomacy.
- A high level of confidentiality.

EDUCATIONAL BACKGROUND

TERTIARY

1990-1992
Baguio Colleges Foundation
Baguio City
Bachelor of Science in Accountancy

SECONDARY

1986-1990
Baguio City High School
Baguio City

PRIMARY

1980-1986
Benguet Exploration Elementary School
Camp 6 Kennon Road Tuba, Benguet

SEMINAR ATTENDED

- **Basic Digital Photography Seminar** *Cameraderie Photography Club International (November 23, 30, December 7 and 14 2012)*
- **Electrical Safety, Medical Gases, Hazardous Materials, Waste Management, General Safety & Security; and Disaster Preparedness** *King Saud Medical City (April 12, 2011)*
- **Staff Education, Orientation and Training** *King Saud Medical Complex (May 30, 2010 to June 03, 2010)*

EMPLOYMENT HISTORY

COMPANY	LOCATION	POSITION	FROM-TO
Derma Clinic	Dabab St. Riyadh	Admin Secretary	June 14, 2014 up to present
Saud Alawi Al Saggaf Co. Ltd.	Riyadh beside Chamber of Commerce and Industry	Marketing Specialist	October 1, 2013 up to April 6, 2014
Zharan Operation & Maintenance	Riyadh King Saud Medical City	Medical Secretary	June 1, 2010 up to Sept 6, 2013
Imam Mohammad Bin Saud University	Riyadh King Saud Medical City	Coordinator	Jan 20, 2013 up to June 1, 2013
Innovision Mgmt Inc.	Mercury Ave. Brgy Libis Quezon City	Data Controller	Sept. 21,1993 to Dec. 31,1994
Automation & CompuserVICES Inc.	Mandaluyong City	Data Encoder & Quality Control	Aug. 8, 1992 to August 9, 1993

1. Position: **Admin Secretary**
Duration: June 14, 2014 up to present
Company: Derma Clinic
Location: Olaya Thalateen Cor Dabab St. Riyadh
Department: Administration
Job Description:

- Reporting to Mr. Salim Marzoq Al Bagami (Managing Director) as his secretary and responsible for his files.
- Regularly updating and logging of employee leave requests.
- Preparing monthly time card report for the clinic and all affiliate clinics for payroll purposes.
- Updating and filing personal files of the entire employee and other task related to.
- Responsible for updating and giving of staff Identification numbers.
- Manage letters, correspondence, design presentations and documents.
- Responsible for making memos in English only.
- Preparing documents and attest to Philippine Embassy for recruitment Processing:
 - a. Man power
 - b. Special Power of attorney
 - c. Standard Employment Contract
- Monitoring Preparing Annual Evaluation and of the Staff
- Make Initial report for the staff Evaluation to be submitted to the HR Supervisor
- Preparing HR policies as required by the department.
- Preparing HR Forms for implementation.
- Booking flights and preparing visa of vacationing staff when required to.
- Sending documents thru UPS account.

2. Position: **Marketing Specialist**
Duration: October 1, 2013 up to April 6, 2014
Company: Saud Alawi Alsaggaf Company
Location: Dabab St. Riyadh
Department: Marketing
Job Description:

- Help my company to figure out what sells, analyze market data on a local, regional or national level, and determine what hospital are buying, what gaps are in the market, what type of hospital buy what products and what hospital are willing to spend on those products.
- have a finger on the pulse of what sells around the country, analyzing demographic data, buying and shopping habits,
- looking at a competitors and their pricing,
- Gathering devices, measuring current strategies and much more, all in an effort to help expertly understand the best way to market products and make the company money.
- Manage letters, correspondence, design presentations, and documents.

3. Position: **Medical Secretary**
Duration: June 2, 2010 up to September 6, 2013
Company: King Saud Medical City/Zahran Operation & Maintenance
Location: Al-Semeshy, Riyadh
Department: Secretary of Hospital Director, Medical Director, Pediatric Oncology/Hematology Department

Job Description: Reporting to Dr. Fawaz Al-Kasim (Hospital Director of Pediatric Hospital) and is assigned to do the following task:

- Responsible for his personal files.
- Monitors his meeting schedules.
- Screening of emails.
- Coordinate the flow of information both internally and externally

Reporting to Dr. Fahad AlJobair (Medical Director of Pediatric Hospital) and assigned to make memos to be distributed to all department heads

- Sorting and distributing incoming memos and organizing and sending outgoing memos;
- Utilizes computer for variety of activities such as encoding medical reports, weekly schedules and monthly schedules of nurses.
- Taking minutes of meeting as required by the department.
- Receive, direct and relay telephone, fax and e-mail messages.
- Maintain filing system and file all correspondence.
- Prepare and handle meetings.
- Respond to inquiries.
- Provide word-processing and secretarial support.
- Organizing and storing paperwork, documents and computer-based information; Photocopying and printing various documents, sometimes on behalf of other colleagues.

4. Position: **Coordinator for Imam Mohammad Bin Saud University**
Duration: January 2013 to June 2013
Company: King Saud Medical City
Location: Al Semeshy Riyadh
Department: Diploma Section
Job Description:

Job Description: Reporting to Dr. Abdulhadi Al-Talhi (Director of Scientific and Academic Affairs) and is assigned to do the following:

- Responsible for all the attendance of all medical students for rotation assigned to them.
- Coordinating to all head consultants for teaching bedside teachings, seminars, cased based discussions and lectures.
- Booking rooms and conference facilities.

5. Position: **Data Controller**
 Duration: September 21, 1993 to December 31, 1994
 Company: Hallmark Cards (Innovision Management Inc.)
 Location: Mercury Ave. Brgy Libis, Mandaluyong City Philippines
 Department: Data Control
 Job Description:

- Encoding data.
- Recording incoming and outgoing data.
- Bar coding SM products.
- Checking encoded data of all data encoder.
- Controlling data.

6. Position: **Data Encoder & Quality Control**
 Duration: August 8, 1992 to August 9, 1993
 Company: Automation and CompuserVICES Inc.
 Location: San Miguel Ave. EDSA, Mandaluyong Philippines
 Department: Quality Control
 Job Description:

- Encoding data.
- Checking encoded data.

PERSONAL DATA

Nationality : Filipino
 Birthdate : 4th of June 1973
 Status : Widow
 Language Spoken : English & Tagalog, Pangasinan, Ilokano, Little Arabic

KEY SKILLS

Skill	Yrs of Experience	Remarks
1. Computer Literate	5 years in expert level	20 – 30 wpm
2. Clerical Work	over 3 years	Company
3. Medical Secretarial	over 3 years	Hospital
4. Photography	over 1 year	Hobby

REFERENCES

Fawzia Bawazeer

HR Supervisor/Payroll Accountant
Derma Clinic Company

Abdullah Alabdali

(Owner)
Saud Alawi Alsaggaf Co. Ltd
Dabab St. Riyadh

Dr. Bashar Al Najjar

Pediatric Specialist Hematology / Oncology Unit
Pediatric Hospital King Saud Medical City

Mely Manuel

Head Nurse Pediatric 4
King Saud Medical City

Engr. Mohammad Hamza

Project Manager Zahran Company

WORK AVAILABILITY:

I can start for work for part time as soon as you need the position.

I hereby certify that the above information is true and correct to the best of my knowledge and belief.



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