

ALFREDO JR ANIBO



CONTACT

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SKILLS

- Systems implementation
- Troubleshooting
- Productivity improvement
- Staff retention
- Multi-unit operations management
- Sprint planning
- Knowledgeable in [Software]
- Organized
- Client rapport

LANGUAGES

English: Native language

Chinese (Mandarin): A2
Elementary

Arabic: A2
Elementary

PROFESSIONAL SUMMARY

An enthusiastic, confident and reliable professional who has vast experience of managing technically complex projects and possesses a forward-thinking approach to the management of clients and assignments. Outstanding proficiency with AutoCAD. Has a long track record of delivering complex projects with a global reach and is able to manage the project delivery team through entire life-cycle, from client enquiry to invoice. Possessing excellent interpersonal skills, able to elicit cooperation from a wide variety of sources, including senior management, clients and other departments. Right now, looking for a suitable position with reputable and exciting company. Dedicated to identifying and cultivating team members' skills and talents to improve team performance and efficiency. Results-orientated and high-energy project manager with a talent for leading by example and inspiring peak performance. Recognized for assessing operational needs and developing solutions to save costs, improve revenues and drive customer satisfaction. Resourceful and well-organized with excellent leadership and team-building record.

WORK HISTORY

Sales Coordinator 01/2022-Present

Offspace Trading Establishment

- Negotiated prices and offered cost-effective sales quotes to entice prospective customers.
- Processed purchases and sales orders promptly.
- Handled inbound queries by phone, email and in person.
- Followed up on sales quotes and potential leads within target timeframes.
- Completed administrative duties promptly and to meet company standards.
- Input orders onto internal system to maintain updated sales records.
- Worked cross-functionally, communicating with team members at multiple levels to deliver first-class customer service.
- Facilitated product training sessions for sales representatives to enhance product knowledge.
- Coordinated sales activities with effective communication between sales teams and clients.
- Supported front-line sales teams with well-coordinated administrative operations.

Project Manager 07/2015 - 12/2021

SUMMIT Engineering Consultants

- Tracked and communicated project status, timelines, budgets and action items from project inception to delivery.
- Drafted action plans and led meetings with department executives to review project status and proposed changes.
- Defined project deliverables and monitored status of tasks.
- Resolved inspection deficiencies promptly.
- Reduced costs by using site resources and subcontractors effectively.

Project Coordinator
SUMMIT Engineering Consultants

07/2013 - 07/2015

Assistant Project Coordinator
SUMMIT Engineering Consultants

07/2012 - 07/2013

- Coordinate Project Management activities and information.
- Break projects into doable actions and set time frames.
- Monitor project progress and handle any issues that arise.
- Make sure that clients' needs are met as projects evolve/progress.
- Liaise with clients to identify and define requirements scope and objective.
- Assign tasks to internal teams and assist with schedule management.
- Acts as the point of contact and communicate Project status to all participants and clients.
- Create and maintain comprehensive project documentation plans and reports.
- Work with the Engineers for the Final Detailed Engineering Design.
(FDED).
- Other duties as per advised by the immediate superior.

Coordinator
Department of Public Works & Highways

09/2010 - 07/2012

- Coordinates with the contractors.
- Work with Engineers and Project Managers to develop high quality construction documents using Auto CAD for use in submittals, manufacture and installation.
- Includes 3-D implementation of HVAC systems with general construction and other trades in both new and existing structures.
- Also included is field verification of existing conditions.
- Other duties as per advised by the immediate superior.

EDUCATION

Construction, 2010
Microcadd Technologies - Quezon City

2010
w/ Colour rendering - Microcadd Technologies

Computer Technician: Electronics, 2004
CLCC Institute of Computer Arts and Technology

HOBBIES

I love playing basketball.
I love playing guitar and drums.