

KHAREN GUCE SALDUA

Contact

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Education

Bachelor of Science in

Commerce – Major in

Business Administration

Lyceum
University -

Batangas City, Philippines

Certificate in Essential of

Human Resources

Management (SHRM

Program)

Qatar University

State of Doha, Qatar

Summary

A professional with immense knowledge in Human Resources, Administration, Executive and Personal Assistant roles, Procurement, and Project management in Operations, Sales, and Marketing, including high-profile exhibitions, product and service launches, and other company promotions, and social responsibilities. My frequent interaction with the senior management and executives of the group of organizations has had a significant impact on my expertise in the construction and facilities management sectors. I have advanced to a high degree of knowledge, which has given me the chance to take on senior and managerial roles inside the organization overseas.

Work History

Executive Assistant – Office of the Chairman

Philippine National Construction Corporation

Bicutan, Paranaque Metro Manila

January 2023 till October 2023

Duties and Responsibilities:

- Served as the primary contact personnel and liaise with other offices, internally or externally, as appropriate on behalf of the Board of Directors.
- Coordinates the Board of Directors schedule, handles logistics, catering, agendas, and travel arrangements for meetings and event planning for the board of directors, and records minutes of meetings if necessary.
- Organized and coordinated board meetings monthly, if necessary.
- Screened calls and emails and initiated actions to respond or direct messages for managers.

- Processed expenses and reimbursements for the directors and top management group.
- Maintained promptly updated records and organized computer-based information of the Board Director's confidential documents.

**Home-based English Trainer/Assessor Bizmates
Philippines, Inc.
Alabang, Muntinlupa Metro Manila
November 2021 till January 2023**

Duties and Responsibilities:

- To teach Business English to professional students using the organization methodology
- To guide professional students in their business communications concerns.

**Assistant to the General Manager
Watermaster (Qatar) W.L.L. – State of Doha, Qatar
April 2019 to December 2020**

**Executive Assistant to the CEO
Watermaster (Qatar) W.L.L. – State of Doha, Qatar
December 2008 to March 2019**

Duties and Responsibilities:

- Provided the day-to-day administrative functions, supervision, and executive support.
- Served as the primary contact of the clients and liaise with other offices, internally or externally, as appropriate, on behalf of the CEO/GM
- Responded to incoming and outgoing correspondences, screened visitors, set appointments, recorded and filed the minutes of meetings, performed basic bookkeeping as required, and provided client services as needed.
- Maintained and updated confidential and important files promptly.
- Arranged and supported the Project Management contracts in recording, filing, coordinating in the submission of prequalification documents, obtaining approval, and providing other information related to the company's projects to the client

- Organized, maintained the records, and arranged the submission of the Prequalification documents for new projects related to Sales, Marketing, and Estimation Department for pre- and post-tendering purposes
- Assisted and updated the database of the Sales, Estimation, and Marketing department to facilitate inquiries and the department's needs and was responsible for the preparation of marketing items for clients' presentations and meetings of the BOD, GM, and Managers
- Performed and assisted the needs of the major company's marketing promotions, events, and exhibitions, particularly when the company is one of the major sponsors
- Arranged the visa processing, prepared the needs for business travel, including ticket bookings, hotel, and transportation reservations, and prepared the agendas and meetings traveling abroad.
- Assisted in registering, monitoring, and updating the Commercial and Contracts department database of the awarded Project logs, subcontractor logs, and on-hold and ongoing projects dashboard
- Always maintain the confidentiality of the management and the company's sensitive matters inside and out of the organization.
- Screened calls and emails and initiated actions to respond or direct messages for managers.
- Handled confidential and sensitive information with discretion and tact.
- supported the business and hospitality needs of corporate partners and staff during meetings and company events.
- Updated spreadsheets and databases to track, analyze, and report on performance and sales data.
- Assisted with special projects of varying degrees of complexity.
- Worked with senior management on new projects and assisted in various processes.

**Deputy Management Representative for ISO 9001, 14001, and 45001
WATERMASTER (QATAR) W.L.L. – Doha, Qatar
July 2015 to December 2020**

In addition, the company gave me the title of ISO Deputy Management Representative and certified the business to ISO Standards, ISO 9001:2015 Quality Management (QMS), ISO 1400:2015 Environmental Management (EMS), and ISO 45001:2018 Occupational Health and Safety (HSE). I also

carried out internal auditing duties and responsibilities and kept the entire organization in line with the company's Integrated Manual System (IMS). conducts the semi-annual and annual audits; internal auditing is carried out; and is coordinated with the certifying agency, SGS. Together with the executives, I completed root-cause analysis reports and provided corrective measures to external auditors during audits.

- Established and tracked quality department goals and objectives.
- Tracked quality issues with external customers, suppliers, and internal plant operations.
- Applied coaching techniques and tools to support managers and team members in improving performance.
- Evaluated interactions between associates and customers to assess personnel performance.
- Recorded, analyzed, and distributed statistical information.
- Monitored staff organization and suggested improvements to daily functionality.

Head of Human Resources

WATERMASTER (QATAR) W.L.L., Doha, Qatar

January 2014 to October 2016

Duties and responsibilities:

- Provide and perform the duties of HR services for the organization and all the employees.
- Recruited top talent to maximize profitability. Responsible for Recruitment and Outsourcing applicants overseas and local staff for the position of Engineers (Civil, Mechanical, Electrical, Chemical, QS Engineers) with experiences in Water Treatment like Sewage Treatment Plants, Reverse Osmosis, etc., Swimming pools, Water features, SPA, and Wellness, Administration, Procurement, Skilled Workers (Electro-mechanical Technicians, Electricians, Plumbers, HVACs, Water & Waste Water Treatment Supervisors, Technicians, and Skilled Helpers)
- Worked with managers to achieve compliance with organizational policies, providing clarifying information and recommending necessary changes.
- Interviewed the right applicants and evaluated the applicant's qualifications, experiences, and backgrounds.

- Enhanced team workflows and employee job satisfaction by coordinating communication between managers and employees.
- Liaised and implemented the Labor Law regulations, state legal matters, and Company's HR policies and procedures.
- Monitored, checked, and approved of timesheets, leaves, deductions, bonuses, incentives, etc. for the monthly Payroll System.
- Processed for all the employee's needs from visas, onboarding, and orientation until the employee's exit from the company.
- Responsible for retaining and attracting highly qualified employees
- Maintained and updated the records of the Leave Management System (ERP)
- Performed and maintained the records of the Evaluation of the performance management system
- Directed the personnel related to employees' issues, provided and prepared training,
- Supervised, monitored, and designated daily tasks of the Public Relation Officers in all Legal matters for the company and employees' needs.
- Served as the link between management and employees at all times.
- Protect and safeguard the health, safety, welfare, working conditions, grievances, wages, benefits, and opportunities for promotion of the employees.

**Assistant Human Resources and Administrative Manager
WATERMASTER (QATAR) W.L.L., Doha, Qatar
December 2008 to December 2013**

Duties and Responsibilities:

- Responsible for recruitment and follow-up of recruitment procedures, dealing with international and local manpower agencies for company operation demands.
- Tracked and monitored employees' databases accordingly in compliance with the Ministry of Labor.
- Documented the operating procedures in the Administration and HR Department.

- Assisted the company in marketing promotions, exhibitions, social media postings, and events of the company
- Arranged travels, hotel reservations, and visas of employees and visitors as needed
- Monitored logs of Turn-key projects of the Project Management and maintenance department.
- Updated and checked the prequalification documents for tender purposes and prospective client submission.
- Project coordinator of the various exhibitions as a Major Sponsor held from the year 2010 – to 2015 (Project Qatar and Qatar Pool and Spa Exhibitions – Doha, Qatar).
- Established workflow processes, monitored daily productivity, and implemented modifications to improve the overall performance of personnel.
- Trained employees in company and regulatory compliance requirements to promote conformance.
- Oversaw office inventory activities by ordering and requisitions, stocking, and receiving shipment.
- Streamlined and improved administrative operations by identifying automation opportunities.
- Developed and implemented improved filing systems for enhanced order and accuracy.
- Organized and updated databases, records, and other information resources.
- Coordinated office events, seminars, and meetings for staff and clients

**Administrative Assistant,
ALUMCO (Aluminum and Glass Contractor Company) – Doha, Qatar
April 2008 to November 2008**

Duties and Responsibilities:

- Restocked supplies and placed purchase orders to maintain adequate stock levels.
- Executed record filing system to improve document organization and management.

- Received and sorted incoming mail and packages to record, dispatch, or distribute to the correct recipient.
- Supported the department's needs on a daily basis
- Performed the clerical, secretarial, and administrative duties
- Updated the forms as necessary, scheduled and prepared a meeting, tracked and distributed correspondences, handled telephone calls, prepared material requests, and monitored the orders for office stationery supplies, as well as distributed and maintained inventory records of office equipment.
- Recorded and monitored employees' daily attendance and prepared reports for payroll purposes.
- Booked and reserved tickets and maintained records of the employee's travels and leaves.

SKILLS:

- Excellent leadership and business management abilities.
- Capabilities for developing human capital.
- Social and communication abilities.
- Planning and thinking strategically.
- Development of workplace culture competencies.
- Excellent communication skills, both in writing and speaking.
- Ability to prioritize tasks and multitask.
- Great time management abilities.
- A strong sense of organization.
- A focus on the details and being observant
- Great communication skills, both in writing and speaking.
- Thorough understanding of the rules and legislation governing employment.