

## CURRICULUM VITAE

**Position Applied:** Secretary, Clerical / Administrative Jobs

### **Romecarl Biol Rivera**

Rabigh City KSA  
Kingdom of Saudi Arabia  
Tel.No.: 01 4252553  
Mobile No.: 0505560493  
Email Add: romeclarivera501@gmail.com



## PERSONAL DATA

Age: 40  
Date of Birth: May 9, 1979  
Gender: Male  
Civil Status: Single  
Nationality: Filipino  
Languages Spoken/Written: English, Filipino  
Religion: Catholic  
Permanent Address: Villanueva, Misamis Oriental, Philippines 9002  
Telephone No.: 088 5674-596

## EDUCATION

	<b>Higher Education</b>	<b>Technical Education</b>
Education Level:	College Degree	Short Term Course
Education Field:	Bachelor of Arts	MS Office Application
Course:	Major in Economics	MS Office (Word, Excel, PowerPoint, Internet)
School/University:	Ateneo De Cagayan-Xavier University	Mindanao Institute of Career Management
Location:	Cagayan De Oro City, Philippines	Cagayan de Oro City, Philippines
Date:	Jun 1996 - Mar 2001	March 2002

## WORK EXPERIENCE 1

Position: **Department Secretary**  
Duration: October 2017 – December 31, 2019  
Company: Al Falak Electronics for Petro Rabigh & Refining Chemical Company  
Company Industry: Oil / Gas / Petroleum  
Location: Rabigh City, KSA  
Department : Reliability & Preventive Maintenance Department

Job Summary: Performs general secretarial and administrative duties

- Manages Dept. Manager calendar and schedule of activities
- Received and distributes all incoming documents
- Maintains & updates document log and filing system
- Prepares outgoing letters, memorandums
- Updates Manpower List & Organizational Chart
- Initiator leave request for the Department (manual & in SAP) & update vacation Balance
- Initiator e travel request for business trips, vacation trip
- Responsible for timekeeping, prepares prior approval, smart forms, overtime entry in SAP, generates monthly timesheet summary
- Initiate/creates visitor gate pass, ID request, material gate pass, vehicle gate pass
- Initiator for B2B in SAP for Commissary, Safety, Stationaries for the Department
- Creates Minor & major Notification in SAP for building maintenance
- Initiator for ZHR037 Hiring, Terminating, Display, Extend & Change of Cost Centers for Contractors
- Prepares Payment Authorization, Business settlement for Business Trips & Trainings
- Manages on time maintenance schedule for department assigned vehicles
- Maintains custody for IT Assets ( Radio Set, Workstation, Network printers & scanners)
- Responsible for consolidating & updating Weekend Coverage personnel in Sub Portal

References:

**Ahmed B. Naseef**, Dept. Manager  
Petro Rabigh Petrochemical Company  
Rabigh City, Kingdom of Saudi Arabia  
Mobile No.: 050-561-9269  
[Email Address: Ahmed.naseef@aramco.com](mailto:Ahmed.naseef@aramco.com)

## WORK EXPERIENCE 2

Position: **Secretary to the Project Manager**  
Duration: July 2015 – September 2017  
Company: AECOM ARABIA for Petro Rabigh & Refining Chemical - RIIPED  
Company Industry: Oil / Gas / Petroleum  
Location: Rabigh City, KSA  
Department : RIIPED – CP3 & CP4

Job Summary: Provides secretarial and administrative skills assistance to the Project Manager & Project Management Team

- Prepares outgoing letters, memos, delegations, transmittals.
- Collects & consolidates PMT reports for Weekly & Monthly submission.
- Received & distributes all incoming documents. Weekly supervision & monitoring of incoming overdue letters & transmittals.
- Maintains & updates document logs including action items. Set up filing system for relevant documents/materials.
- Responsible for updating the Organization Chart, Vacation Schedule carry over & vacation balance.
- Maintains schedule for meetings, walkthrough, site visits and other related activities.
- Prepares Monthly Overtime, Prior Approval
- Initiate travel request & arrange flight reservations & accommodation for Project Manager business trip.
- Prepares expense report for the Project Manager business trips & trainings

References: **Anas A. Bahakeem**, Project Manager  
RIIPED – Petro Rabigh Petrochemical Company  
Rabigh City, Kingdom of Saudi Arabia  
Mobile No.: 050-213-7496  
Email Address: [Anas.bahakeem@aramco.com](mailto:Anas.bahakeem@aramco.com)

## WORK EXPERIENCE 3

Position: **Secretary to the Senior Project Engineer**  
Duration: July 2012 – December 31, 2014  
Company: AECOM ARABIA for Yanbu Aramco Sinopec Refining Company (YASREF) Ltd.  
Company Industry: Oil / Gas / Petroleum  
Location: Yanbu Industrial City, Kingdom Of Saudi Arabia

Department : Gasoline Block Project Division (GBPD)

Job Summary: Performs general secretarial and administrative tasks required for a Project Management Team-EPC.

- Liaise effectively with the Sr. Project Engineers, Project Team and Contractor as part of the Project management Team.
- Prepares & process company correspondence, transmittals inside & outside kingdom, reports, emails, timesheets, leave & travel request.
- Received telephone calls, sort & distributes incoming mails.
- Coordinate and organize meetings, provides technical assistance for material preparation, agendas and minutes of the meeting.
- Create and maintains filing system, document log.
- Upload MPCS documents.

References: **Ahmed S. Al-Homaidhi**, Sr. Project Engineer  
Yanbu Aramco Sinopec Refining Company  
Yanbu Industrial City  
Kingdom of Saudi Arabia, Tel.No. : 04-3981640  
Mobile No.: 050-319-0967  
[Email Address: Ahmed.Homaidhi@Yasref.Com](mailto:Ahmed.Homaidhi@Yasref.Com)

#### WORK EXPERIENCE 4

Position: **Secretary to the Superintendent**  
Duration: Jan 7, 2010 - March 2012  
Company: SAUDI ARAMCO for Arabian Fal Company (Contracting)  
Company Industry: Oil / Gas / Petroleum  
Location: Admin Bldg. 998, Box 535, Safaniya, Kingdom Of Saudi Arabia  
Department: Safaniya Producing Operations Division (SPOD)  
Job Description: Function as Secretary to the Operation Supt. and Operation Division.

- Assign to handle the entire clerical and administrative task on time. Such responsibilities includes, preparing of division reports, managing correspondence and inquiries of all type according to priority, set up and maintain filing system, operates office equipment's, maintain schedules and calendars, organize and coordinate meetings, conferences, travel arrangement, responsible for the requisition of office supplies, Serve as building custodian.
- Access/ initiator for SAUDI ARAMCO System Application Product (SAP) which includes Visitor Mngt. System, material gate pass, vehicle sticker request, id request, passenger reservation system, validate workflow request for id & vehicle, B2B goal owner and other related task.

References: **Azeb M. Al Qahtani**, Superintendent  
Safaniya Producing Operations Division  
Saudi Aramco Admin Bldg. 998Rm. 2007  
Box 535 Safaniya, Tel.No. : 03-3785577  
Mobile No.: 054-8827020  
Email Address: [azeb.qahtani@aramco.com](mailto:azeb.qahtani@aramco.com)

## WORK EXPERIENCE 5

Position: **Technical Assistant**  
Duration: Jan 22, 2007 - Dec 12, 2008 (1.9 yrs)  
Company: Acer Unipac Optronics Corporation(AUO)  
Company Industry: Technology  
Location: Li Shin Road, Hsinchu Science Park ,Taiwan ROC  
Department: Array Department

Job Description: Function as preventive maintenance personnel for L3A Photo Dept. Responsibilities includes supervision and monitoring of the daily operational activity for Photo processing.

Reference: **Bosca Wu**, Production Supervisor  
L3A Manufacturing Department  
Acer Unipac Optronics Corp. (AUO)  
Li Shin Road Hsinchu Science Park  
Taiwan ROC  
Tel. No: +886 3 500 8800

## WORK EXPERIENCE 6

Position: **Community Development Worker**  
Duration: Oct 15, 2003 - Oct 15, 2006 (3 yrs)  
Company: Makasaka Mo Inc. - World Vision Devt. Foundation  
Company Industry: Non-Profit Organization  
Location: Alla Bldg. JR Borja St., Cagayan De Oro City Philippines  
Department: CDW

Job Description: Responsible for organizing and providing facilitative assistance to the community group sectors, area leaders and project members in development planning, implementation and evaluation of community projects and programs using various developmental intervention skills.

References: **Noel R. Peligrino** , Community Development Officer  
World Vision Development Foundation, Inc.  
ALLA Bldg. JR Borja St. Cagayan de Oro City Philippines 9000  
Tel. No.: 088-856-4948 Mobile No.: +63 9287066852  
Email Address: noel\_peligrino@wvi.org

### LICENSE/CERTIFICATION

Philippine Career Service Professional  
Civil Service Commission Region X  
Cagayan de Oro City, Philippines  
Certification No.: 02-076304  
Examinee No.: 023342WE  
Date: November 11, 2002  
Passing Rate: 81.35%

### SKILLS

Office Skills : Office Management, Record Management, Report Preparation & Correspondence, General Clerical Work, Customer Service.

Computer Skills : MS OFFICE Applications ( windows, word, excel, power point, MS Outlook)  
System Application Product(SAP), Mechanical Performance & Closeout System

### ACKNOWLEDGEMENT

I hereby declare that all the information above is true and correct to the best of my knowledge and abilities.

Respectfully yours,

  
**Rivera, Romecarl B.**