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| **Roque****Roque.338987@2freemail.com** |  |

**Office Coordinator**

*35+ years’ success leading teams, and advancing operational and planning objectives*

Repeated success guiding sizeable, cross-functional teams in processes designed to improve operational excellence, HR, and performance management program. Talent for extensive reporting to develop insights into planning and cost analysis. Expert businessperson; able to forge solid relationships with partners and build consensus across multiple organizational levels.

Highlights of Expertise

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| * Office Management
* Strategic Planning
* HR/Recruiting and Staffing Initiatives
 | * Budget Administration
* Change Management
* Staff Development Programs
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**Career Experience**

Saudi Aramco, Dhahran, Saudi Arabia

**Senior Operations Advisor, Planning Supervisor** (Dec 1977 - Jul 2016)

Directed and monitored employee competency and productivity, conducting special studies and reports designed to offer financial stance. Tasked with developing acquisition and growth strategy. Lead, monitor and direct a group of 15 professionals in the Planning and Program unit.

* Served as an advisor to department functions to assist and coordinate the performance management program review, MIS, accountability reporting and other statistics as required.
* Managed the department salary administration for over 800 employees (employees annual merit increase or promotion), trained and developed new talent to be productive Planning & Programming analysts. Interviewed new candidates as part of recruitment process and directed manning resource, termination and placement as required.
* Expertise in budgeting, planning, and cost analysis report requirements. Prepared annual budget for the offshore department and tracks it with proper planning along with monthly cost analysis reporting. Developed and maintained statistical reports and visual presentations for management.
* Conducted studies along with team members related to technical and business analysis productivity, ensuring the effective utilization of funds and resources. Initiated new systems (e-Sight) and deployed the driver based planning on the new eSight platform for the Company.
* Carried out routine and emergency actions such as travel & hotel arrangements, housing administration, payroll, retention record, auditing, documentation control, SAP data entry, office equipment status and planning & scheduling functions.
* Maintained overall health, safety and security of office and staff; ensured that emergency plans, manuals and contact lists are prepared and maintained.
* Coordinated programs such as SPE, wellness, auditing, satellite broadcast and business exhibitions.

**Education & Credentials**

Master of Business Administration (MBA)

*University of Liverpool, UK*

*GPA 3.9 / 4.0*

Professional Development

* *Offshore Technology Conference (OTC) – Houston, Texas, USA.*
* *12th ASHRM International Conference – Dubai, UAE*
* *6th HR Strategies in Oil Gas & Petrochem – Doha, Qatar*
* *10th ASHRM International Conference – Manama, Bahrain*
* *World Class Injury Prevention Workshop – Tanajib, KSA*
* *SAP Business Planning & Conference – Dhahran, KSA*
* *Health Organization Win – Dhahran, KSA*
* *Saudi Aramco Wellness Program – Ras Tanura, KSA*
* *Wellpeople 2020 Conference – Dhahran, KSA*
* *Great Leaders, Great Teams, Great Result – Dammam, KSA*
* *Behavior Spreading Boot Camp – Ras Tanura, KSA*
* *Integrated Planning Solution – Dhahran, KSA*
* *Frontline Leadership – Dhahran, KSA*
* *Finance for Decision Making – Dhahran, KSA*
* *Leadership for Change – Ras Tanura, KSA*
* *Situational Leadership I & 2 – Dhahran, KSA*
* *7 Habits of Highly Effective People – Dhahran, KSA*
* *Effective Aramco Supervisor – Dhahran, KSA*

Technology Capabilities:

* *Microsoft Office: (Excel, Word, PowerPoint and Outlook)*
* *Windows OS*
* *SAP portal environment*

Personal Attributes:

* *Married, of Indian Decent*
* *Speak and write English fluently*