

Contact HR Consultant for CV No: 340839

E-mail: response@gulfjobseekers.com

Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>

**PERSONAL PROFILE:**

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| Date of Birth | - | 08 | December 1978 |
| Age | - | 37 | Years Old |
| Marital Status | - | Single |
| Nationality | - | Filipino |
| Sex | - | Female |

**OBJECTIVES:**

To contribute the general working of my workplace, and to apply my skills & knowledge in the field, Administrative, MAXIMO operator (IBM Asset Management), Sr.Human Resources officer and, Logistics Analyst, Human Resources Coordinator- Travel Coordinator, Visa Administrator & to pick up new creative methods & skills.

**SUMMARY OF QUALIFICATIONS:**

* Ability to relate to people from diverse cultural backgrounds
* Strong problem solving, interpersonal communication, and teamwork skills
* Ability to handle multiple tasks as well as set priorities and create databases.
* Professional focus on customer oriented
* Strong analytical and comprehending skills
* Language Known: Fluent in Tagalog, English, and **Arabic**
* Flexible and well-experienced office professional having 13 years of experienced.
* With a valid Philippine driver’s license
* Knowledge of principles and practices of composing/editing information materials and business correspondence.
* Ability to establish and maintain cooperative and effective work relationships and to

function in positive ways with a work team; ability to interact appropriately and positively with the public using a customer service orientation.

* Ability to communicate effectively and persuasively orally and in writing.
* Ability to maintain confidential data and information.
* Ability to handle multiple tasks as well as set priorities and create databases.
* Have excellent communication skills.
* Have an excellent command of written English.

**Target Industry:** Human Resources; Administration; MAXIMO Operator and

Procurement.

**Employment Type:** Employee

**Employment Status:** Full time

**Visa Status**: Employment Visa

**EXPERIENCE:**

**Timeframe:** May 01, 2016 up present- ALBUSTTAN Company

**Location:** Sharjah Head Office-UAE

**Position:** Office/Marketing Manager

**ALBUSTTAN** Contracting & Supporting Services is a leading oilfield Service SupportCompany based in Iraq. We were established in 2012 and Headquartered in the heart of the southern oilfields with offices in Basra and in the UK.

We are engaged in a maintenance contract with BP for all their camp equipment including electric power supplies, landscaping, sewage treatment and removal and supply of portable water through the R.O. water treatment plants.

We also undertake road and bridges construction. We supply and install electric power generators from 5-KVA to 2500-KVA generators in stand-alone or synchronized systems and maintain and undertake their maintenances.

Specialties:

Foodservice, Construction, Design, Build, Engineering, Operation, Maintenance, Remote Multi-site Life Support Services, Labor Supply, Logistics and Procurement.

**ALBUSTTAN** is an indigenous Iraqi life support company.

The company is registered in the United Kingdom and has Civil Engineers and mechanical and electrical engineers that we call on to our jobs around the Iraq 24/7.

**ALBUSTTAN** is a multi-national outfit with most of the workforce coming from around theworld.

Our main offices are in Basra city and the Base camps for various machinery and workforce are at the North Rumaila areas.

We supply and distribute portable water to 5000 man-camps and deals with the sewage systems in the very remotest parts of the country. We also provide landscaping services and housekeeping services within camps of any size.

**KEY RESPONSIBILITIES:**

* Managing all marketing for the company and activities within the marketing department.
* Developing the marketing strategy for the company in line with company objectives.
* Overseeing the company’s marketing budget.
* Creation and publication of all marketing material in line with marketing plans.
* Monitor and report on effectiveness of marketing communications.
* Maintain effective internal communications to ensure that all relevant company functions are kept informed of marketing objectives
* Analysing potential strategic partner relationships for company marketing.
* Handling Petty Cash
* Responsible for general administration of routine activities, duly maintaining records by organized filling, coordinating with all the other departments,
* Responsible for screening all in/out telephone calls, faxes, messages and preparing necessary documents.
* Handling all incoming & outgoing correspondence.
* Handle customer calls and other inquiries.
* Document / record information maintain files, process all paper work, and to perform day to day administrative task.
* Arranged, coordinate meetings with the company.
* Responsible for all necessary bills, accounts and any other useful documents
* Supports the Import Supply Coordinator in all the distribution activities.
* Good experienced in handling shipments e.g. by air, land and sea.

**WORK EXPERIENCE:**

November 10, 2009 up to September 2014- GCC SERVICES - Gulf Catering for General Trading and Contracting

April 24, 2014 up to September 2014- Maintenance Admin and Materials Control Manager (Interim)

GCC SERVICES Basra Head Office- Gulf Catering for General Trading and Contracting

Originally known as Gulf Catering Co., GCC SERVICES started operations in 2003 headquartered in Kuwait with just 1 contract in Iraq. Now a part of Agility, GCC SERVICES has been awarded over 80 contracts in the past 8 years, spread across Asia Pacific, Europe, Middle East, Africa and Americas.

At the heart of a range of offerings are the construction, management & supply of camps for the oil & gas, mining, construction & infrastructure industries, being the focal point of GCC SERVICES strategy going forward; also providing services to the public sector & relief aid agencies. These are usually in remote locations & often challenging environments, where everything has to be brought to site.

Specialties

Foodservice, Construction, Design, Build, Engineering, Operation, Maintenance, Remote Multi-site Life Support Services, Labor Supply, Logistics and Procurement

**April 24, 2014 up to September 2014- Maintenance Admin and Materials Control Manager (Interim) .**

Location- British Petroleum, ROO HQ North Rumalia, Basra Iraq.

MAXIMO FUNCTION TO MAINTENANCE AND RELIABILITY

Responsibility

* To do necessary check list for all assets in Maximo, Inventory 100 %- make ensure that to facilitate continual tracking of equipment as it is moved; ( how many items we have in store that has to be interface in Maximo),
* Checking out if we have new item that need to be in system, Enter new & create new item in system with description, item code, location and price.
* Analyze Inspection data to support Predictive Maintenance; Preventive Maintenance Module;· Generate PM/CM work orders individually, batched or automatically;

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* Transferring items to other storerooms & support for QA, RSB. Documentation is required has to be filled the form and send back in order to complete the process in Maximo.

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* Reserving & Issuing Materials in system, making sure to have WO (Work Orders) active to reserved & issue Materials, create work orders as per request WO (Work Orders. Generate PM/CM work orders individually, batched or automatically; on daily basis

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* Entry daily hours in system, checking PM (Preventive Maintenance) if there is any new CM (Preventive Maintenance) helpdesk Create new location.

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• Disclosure of Materials; status has to be completed in Maximo.

**Senior HR Travel Coordinator: (September 2013 March 2014),** Gulf Catering Company

Services- Basra Head Office.

* Responsible of the Ticketing system and Rotations, and that includes: receiving the Application for Leave à finding a rotator to replace the candidate and requested travel of employees and operations / Departments. To ensure the requests are made through according to their given schedule. Make sure that all tickets are properly issued accordingly.
* Facilitates travel arrangements which include but is not limited to: air travel bookings, hotel/ arrangements, service, airport transfer services, etc. and ensures that the most economical &

suitable options are processed. HR Coordinator (Travel) is also responsible for keeping track and recording of travel invoices & Service Provider billing/ invoicing.

* Coordinating and assisting in visa application requirements associated with business travel requests and employee exit status. Who are processed through corporate office in Dubai or Service provider.
* Responsible for counter checking and allocating associated costs of completed travel requests.
* Register the leave application in the leave travel tracker master sheet.
* Responsible to check the employee visa and passport validity status if expired; notify HR Coordinator to prepare of required documentations for visa application if employee Multi visa is expired. Submit the completed exit visa documents.
* Notify the HR Team of the date of travel, potential itinerary of departure and arrival airports, duration of stay at the transit, driver requirements, and times of pick-up from airport to Basra Office and drop-off to Location.
* Communicate with Employees who are coming from vacation- contact employee (one week before prior to his/her return) by phone or by email to inform the return date; based on target date Leave Tracker Master Sheet.
* Check employee visa status, if the multi visa is expire we must send to him the scanned new visa and inform him to activate upon on arrival in Basra airport.
* LPO- local purchase order; summary of daily transactions prepared per service provider
* Summarizes costs associated with all completed & confirmed travel arrangements. For charges that are not chargeable to company, inform requestor to settle as per the agreed terms.
* Prepare daily LPO summary and update Master List Travel Information. If LPO details need to be changed, revise accordingly & re-submit for invoicing process. Once signed, furnish copy to concerned Service Provider for invoicing/ billing.
* Service Provider sends invoice(s).
* Counter checks invoices & prepares Invoice Summary. If discrepancies are found, coordinate with Service Provider & ask to rectify discrepancy on the next invoicing.
* Forward summary to Payroll Officer for counter checking and cost allocation.
* Notify Payroll of Personal ticket cost and should be settled in next Month and the payroll cut-off date on 15th of every month. Thus, timesheets for non local staff deduction should be forwarded to HR Payroll not later than 15th of the month.
* If employee agrees, verify travel details. Otherwise, if employee wants to have.
* Allocates cost & prepares Cost Allocation Report. Sends to HRM for approval. If changes need to be done, revise accordingly and re-send for approval.
* Once approval secured, forward to Finance Department for payment processing.
* Update Master List Leave and Travel tracker Information.

**November 2010 GCCS (Gulf Catering Company Services) Co-operate Office - Kuwait City** *(100% Owned by Agility DGS Logistics Services)*

Promoted to **HR Coordinator (Travel)** (November 2010 up to June 2013)

**TRAVEL GOALS:**

To provide a bespoke service to every traveler ensuring a personal touch for added value but aimed first at saving costs, streamlining the process and reducing timelines.

**JOB SUMMARY:**

Responsible for travel arrangement as required, performing a variety of Human Resource Support duties. Assists in maintaining the HR Database, and organize travel process procedures from start to finish in order to efficiently accomplishing travel requirements for all employees. Assist in informing new employees of Human Resource policies & programs as needed, and general office support functions.

**KEY RESPONSIBILITIES:**

* Monitors and follow up travel request of all GCCS employees.
* Assumes responsibility for placing the most economical and efficient travel arrangement as required.
* Handles Guest House accommodation scheduling and booking in Kuwait. Ensures access keys are secured and accounted for.
* Organizes travel arrangement for company guest: travel, hotel, accommodation reservation, and meet and assist at airport transfer.
* Informing the new employee of date of travel, potential itinerary of departure and arrival, duration of stay, hotel/guest house booking, driver requirements, and times of pick-up and drop-off.
* Monitoring all vacation returnees, for control purpose.
* Maintain and update Control Master Travel Tracking sheet information for invoicing process & in support of Cost Saving Initiative.
* Maintain and update business travel information on a daily basis.
* Personal travel Expense reporting and reimbursement.
* Generate travel related reports, as requested/required.
* Ensures that all purchased tickets are supported with the necessary documents; counter-check all Local Purchase Order information retrieved from e-mail; and notate every LPO on a daily basis: purpose, employee number, project code.
* Track master sheet and enter invoice numbers accordingly.
* Responsible to submit the LPO; supported with necessary documents to Payroll on daily basis.
* Manage and maintain Employee Travel Profile.
* To perform other duties as directed by the HR Supervisor/ Director of HR & Administration.
* To comply with QHSE policies and rules set by the company and to continually support the same to ensure a safe and healthy working environment.

**November 2009 to November 2010, Gulf Catering Company Services - Kuwait City** *(100%**Owned by Agility DGS Logistics Services)*

**Human Capital Management Administrator** (October 2009 up to November 2010)

**JOB SUMMARY:**

Providing HCM administrative support on day-to-day basis, organize and maintain the department records, ensuring complete accuracy and confidentiality.

Assists in maintaining and developing the HCM procedures and policies

Supports the Head of HCM in providing a comprehensive HCM service to managers and staff within the organization.

**KEY RESPONSIBILITIES:**

* Maintain and develop the filing system of employees.
* Prepare Job offer letters, employment contracts and contractual agreement addendum.
* Prepare and maintain complete census and information’s of all the company employees for insurance.
* Enter data into the database or HRMS system for maintaining accurate records and maintaining staff related files.
* Liaising with payroll and advising on pay including employee benefits and promotion and other issues on remuneration.
* Conduct exit process to terminated and resigned employees from the Company and ensure that the processes are complete as per checklist.
* Supporting the Head of HCM in providing a comprehensive service and assistance to managers and staff within the company.
* Working closely with other departments and regional office administrators ensuring that all employees receive an accurate and timely assistance in response to particular queries related to HCM policies or other aspects of employment.
* Communicating with company’s regional offices, other departments, employees, applicants, administrators, and staff to provide information and assistance regarding recruitment, transfers, and employment and employee records.
* Support new employee orientation, like introducing new hire employee, advise other departments regarding the support needed by the new employee like mobile requisition, laptop, company email address, business cards, accommodation, transportation etc.
* Listening to grievances and complaints of employees and report to Head of HCMD to resolve issues.
* Providing support in recruiting staffs, interviewing candidates and selection process and ensure that pre-employment procedures are complete prior to mobilization.
* Providing data for and preparing management information reports and documents.
* Responsible for receipt of written approval of the requisition to hire.
* Prepare the Employment offer letter according to approved package. Submit to HEAD OF CAPITAL MANAGEMENT for final review and approval.
* Coordinates through emails the offer letter to the Candidates.
* Prepare the Employment Agreement & will make the appointment for new employee.
* Responsible upon arrival of new employee. Brief new employee on Employment Agreement.
* Coordinates between departments after acceptance of offer letter of employment.
* Responsible to advise HR OPS.for New Employee needs. Travel, accommodation & leave allowance.
* Responsible to advise IT for new Employee IT needs.
* Responsible to advise Kuwait Administrative department for new employee residency requirements.
* Responsible to advise legal for Life Insurance Employee needs.
* Responsible to advise to Chief Accountant & Senior Accountant for new employee employment agreement & other benefits.
* Responsible to maintain the files of each employee’s both hard copy & soft copy.

* Participate in implementing and maintaining the ISO 9001 & ISO 22000 standards.
* Establish internal Import guidelines, policies, procedures and internal controls for Head of Human Capital Management, Compliance Champion approval
* Performs assigned task from time to time.

**WORK EXPERIENCE:**

**JAN 2007 till Sept. 17th 2009, “ICAS-Kuwait” International Co. for Advanced Systems**

**KUWAIT,**

Office Manager/Procurement Officer

**KEY RESPONSIBILITIES:**

* Responsible for general administration of routine activities, duly maintaining records by organized filling, coordinating with all the other departments,
* Responsible for screening all in/out telephone calls, faxes, messages and preparing necessary documents.
* Handling all incoming & out going correspondence.
* Handle customer calls and other inquiries.
* Document / record information maintain files, process all paper work, and to perform day to day administrative task.
* Arranged, coordinate meetings/ conference for the Sales Manager.
* Computerized accounting with ORION system base on Enter quotation, sales order, purchase order, good receipt delivery note and new supplier details for transformers after approved by the client.
* Interfaces with requestors from different departments, obtains details on Purchase Requests, including item description, quantity, need by date and delivery location providing catalogs as necessary.
* Responsible to follow up with the principal after approved the purchase order.
* Responsible for all necessary bills, accounts and any other useful documents to send one courier by 5th of the Month to Dubai.
* Handling Petty Cash
* Reporting to Management to Financial Manager such like Updated Purchase Sheet, Sales Sheet & Receipt Voucher on Monthly Basis.
* Computerized Accounting with ORION base
* Coordinates with the Accounting Department for all pending payments and make sure that all prepayments are properly applied.
* Issues Purchase Orders (POs) within the specified quantity, quality and timeline specified by end user.
* Prepares purchase orders and tracks down shipment status.
* Prepares POs and attaches all related documents including quotations, comparison sheets, contract, and emails for signatures.
* Monitors all the shipment coming from abroad and make sure that all documents are complete before the shipment arrives in Kuwait for customs clearing.
* Coordinates with the Logistic Coordinator for any other documents required by the customs for the shipment clearance.

* Prepares order and shipment schedule of shipments items as per urgent requirement of location.
* Contacts vendors to follow up on the status of outstanding orders when necessary; keeps the requestors informed.
* Enters data of non-stock items in system; forwards received suppliers’ invoices to the Accounting department for processing.
* Handles customer and supplier complaints related to defects, shortages, missing parts and resolves them.
* Supports the Import Supply Coordinator in all the distribution activities.
* Keeps the department data updated by maintaining contact with suppliers and end users, and market trends.
* Completes the Supplier Registration Form, secures necessary documents and forwards to legal department for revision prior to adding to the company Supplier List.
* Responsible for the supplier’s invoices, PO or PR/PO, approved memo, request for payment, etc. particularly from Germany & other countries.
* Good experienced in handling shipments e.g. by air, land and sea.
* Performs other duties as per request

**WORK EXPERIENCE:**

**Jan 2003 to Jan 2007: Al-Wafi International Gen. Trading & Contracting Est. Kuwait,**

HR Officer/Marketing Executive

**KEY RESPONSIBILITIES:**

* Upon receipt of departmental recommendation for recruitment, contacts the candidates/ recruitment agencies (if abroad) for initiating process of recruitment.
* Raises necessary documentation for appropriate pre- recruitment approvals from the Manager of Human Resources and CEO
* Obtains and assess all the certificates and testimonials of the candidates
* Forward in coordination with the Gov’t Relations Officer , all necessary documentation to the Ministry of Health for licensing procedure of the new recruitment.
* Conducts new employee orientation and apprises employee of benefits options.
* Follow up with Ministry of Health and Ministry of Higher Education the professional licensing process of the new recruits.
* Screens applicants for basis compliance with position qualifications, summarizes CV’s for easier evaluation by the department heads
* Generates recruitment related reports.
* Types employment contracts, and issues engagement advice.
* Controls maintain and Updates manpower plan and prepares related monthly and weekly reports.
* Monitoring both from abroad & local workers.

**WORK EXPERIENCE:**

**April, 2000 to Jan 2003: Kuwait University Faculty of Medicine Kuwait**

Librarian Clerk

**KEY RESPONSIBILITIES:**

* Responsible for the school supplies as well like the stationary & monitor the remaining stocks & make a request to be approved by the General Manager.
* Responsible for the documents to be filed to their respective folders.
* Responsible for the general file students Hand sheet.
* Operate the Xerox Copy machine, binding the Books.
* Answering phones calls and fax machines.

**EDUCATION BACKGROUND:**

College:

1996-2000 Bachelor of Science in Elementary Education, Department, Notre Dame of Marbel University, Koronadal City, South Cotabato, Philippines

Secondary:

1992-1996, Notre Dame of Esperanza, High School Departments, Sultan Kudarat Philippines

Primary: 1986-1992, Notre Dame of Esperanza, Elementary Departments, Sultan Kudarat, Philippines

**SPECIAL SKILLS:**

**MAXIMO SOFTWARE**: WEB base CMMS (Computerized Maintenance Management System)this contains a basic overview of the MAXIMO layout and associated TOOLS. SAFETY,

WORK MANAGEMENT, ASSETS, PREVENTIVE MAINTENANCE, METERS, INVENTORY and PLANNING.

**TOURISM & AIRLINE TICKETING**

Travel and Tourism Concept

Airline organizations World Time Zone

IATA Geography

Fare Calculations

Reservations System Amadeuas

Codes used in reservations

Flight timings

Ticket issuance

**ORION SOFTWARE**: Computerized accounting with ORION system base on Enterquotation, sales order, purchase order, good receipt delivery note and new supplier details for transformers after approved by the client.

**COMPUTER APPLICATIONS COURSE**

Successfully completed the computer applications course at Mastering of Computer Studies institution in 2004.

**HIGH STUDIES INSTITUTE COMPUTER SCHOOL, STATE OF KUWAIT**

Knowledge in operating computer programs such as ( Windows 95, 98, Millennium Edition, Xp, Apple) Computer software’s, Ms Offices, Ms Outlook, LAN, Citrix, AWD, EXTRA (dss) Use of Internet, Mall paging System, modems, printer, Audiowav system, movie maker, web video and digital cameras)

ICSA: “International Computer Science Academy”

**STATE OF KUWAIT**

* Secretarial Procedures
* Customer Services
* Time Management
* Correspondence
* Meetings

**SKILL AND SPICIFICATIONS:**

* Ability to maintain the confidential information
* Knowledge of organization, operating procedures, and policies of the HCM Department
* Fair knowledge of techniques of interviewing, selecting and recruiting applicants for employment
* Knowledge of office procedures and processes.
* Relevant computer software and hardware applications knowledge
* Able to work alone on a broad variety of projects.
* Able to exercise effective judgment, sensitivity, creativity to changing needs and situations.
* Able to establish and maintain healthy working relationships with people in course of work.
* Willingness to work additional hours in order to meet tight deadlines

TRAINING/CERTIFICATES/AWARDS/SCHOLARSHIPS/INTERNSHIPS/DISSERTAT-

IONS & EXTRA CURRICULAR ACITIVITIES**:**

* Certificate of TOURISM & AIRLINE TICKETING
* Awarded the 1st HR Employee of the Month for Year 2013 from the current working company

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| • | Participated ISO-2200-2500 Training | Kuwait |  |
| • | HR Policies GCC In-House Training | December 13, 2012 |  |
| • | Code of Business Ethics & Conduct | GCC In-House Training | October 3, |
|  | 2012 |  |  |

* Had been a live interviewed by ABS CBN (Filipino Channel) in Philippine Embassy Kuwait during 2003 Invasion of Iraq.
* Diploma of Bachelor in Elementary Education
* Certificate of Participation (Concept Teaching in Science and Past Present-Future Approach in Teaching History).
* Certificate Remedial Teaching
* Workshop Seminar (Instructional Media)
* Certificate of Participation (Speech Choir and Chamber Theater).

* Certificate of Office Management (Secretarial Procedures Customer Services Time Management Correspondence and Meetings
* Certificate of Basic Computer Intro.(Dos+Date Entry+Windows+Word+Excel+Porwer Point+Cd Rom+Scanner+Internet
* Certificate of Appreciation (Finalist Beauty Peagant OFW-Kuwait 2004

REFERENCES:

Available on request.