**RICARDO**

**RICARDO.351964@2freemail.com**

**SUMMARY:**

* Dedicated person with **15 years** working experience in prestigious companies, local& abroad,(4 years in Abu Dhabi as Admin Officer, 8yrs as Executive Secretary in Dammam, K.S.A and 2 yrs. as Filing Clerk in Riyadh, K.S.A, 1 year in Doha, Qatar, 9 months in Tripoli, Libya.)
* Established good skills and discipline at work for the growth of both companies and clients.
* 2 years experience in the Philippines in line of personnel& administrative task and relative clerical jobs, document handling & control.
* Computer Literate: MS. Word, MS. Excel, PowerPoint, MS Access.

OBJECTIVE: Pursue and obtain a responsible position in which my extensive experience and demonstrated professional abilities in secretarial, administration and personnel management will be used effectively.

**EMPLOYMENT HIGHLIGHTS**

Position : **Admin. Officer**

Inclusive dates : **30 May 2013 to 23 June 2016**

Company : **EMIRATES TECHNICAL & THERMAL SYSTEMS (AL JABER GROUP -MEP)**

 **Abu Dhabi, United Arab Emirates**

**JOB DESCRIPTION:**

* Provides administrative support to management.
* Prepares **mobilization** of old and new employees& the required documents
* Coordinate with site admin, camp boss, logistics officer & driver regarding transfer of employees from one project to another
* Organize files and **prepare employees time sheets**
* Coordinates with **HR Department** regarding employee’s status, (active & inactive)
* Monitor the employees’ history /activities on the construction site by coordinating with site admin
* Maintain manpower data base & assists in retrieval and transmission of files, records, data and documents for urgent work processing needs.

Position : **Admin. Assistant**

Inclusive dates : **08 April 2011 to 08 April 2012**

Company : **DS ENGINEERING LLC.**

PROPONENT : **SAMSUNG ENGINEERING CO.LTD., Abu Dhabi, United Arab Emirates**

**JOB DESCRIPTION:**

* Provides administrative support to management.
* Responds to routine letters, general correspondence and requests.
* Compose correspondence for supervisors signature or approval
* Complies and analyze data for assigned projects and reports
* Act as back up to other clerical and / or administrative positions like the preparation of Daily & Monthly Progress Report
* Update manpower data base of DSE employees and prepares / follow up employees gate pass processing, heavy equipment gate pass & status, respective assessment certificate
* Creates and maintains a variety of files and records, photocopies documents, faxes messages, processes outgoing mails
* Organize and prepare **employees time sheets** and other financial & administrative records.
* Arrange meeting and conference and / or schedule appointments
* Assist in providing and distributing communication material, agendas, reports, minutes of meeting and templates
* Monitor the daily activities of workers on the construction site and prepares requisition for office supplies and materials needed for the projects

Position : **Office Assistant Support / Secretary**

Inclusive dates : **05 May 2010 – 05 February 2011**

Company : **JABEL OIL SERVICES / WAHA OIL COMPANY, Tripoli, LIBYA**

**JOB DESCRIPTION:**

* Prepare and manage correspondence, daily reports and documents in the Operation Department
* Handle incoming mail and other materials for delivery to various sites/camps
* Set up and maintain filing systems & monitoring manpower status / strengths in each site
* Maintain database, passport and desert pass update of all workers at site
* Communicate verbally and in writing to answer inquiries and information
* Liaise with internal and external contacts

Position : **Exec. Secretary/ Office Asst. Support**

Inclusive dates : **23 June 2007 to 22 July 2008**

Company : **GETTCO INT’L (Trading Company)&SAMAYA TRANSPORTATION EST. Doha Qatar**

**JOB DESCRIPTION:**

* Maintain and organize filing system for easy retrieval of documents and records
* To documents / record information, maintain files, process all paper works and to perform day to day administrative tasks & preparing “Minutes of Meeting”
* Coordination with administrative and HR Department for RP renewals, works contract, co. letters, exit permits
* Prepare all forms of communications to provide information to managers, subordinates and communicate with other department.
* Maintain company data base & prepares monthly sales reports & monthly sales targets of salesman.
* Prepares monthly orders (food stuff & non-food Stuff) to be imported from foreign suppliers like Italy, Austria, Thailand, Malta, Dubai, K.S.A. & so-on
* Prepare L/C (Letter of Credit) for each consignment / shipment requiring L/C

Position : **Exec. Secretary / Office Asst. Support**

Inclusive dates : **02 June 1998 to 20 November 2006**

Company : **NABHA RUBBER FACTORY of Abdulla Fouad Holding Co. Dammam, K.S.A.**

**JOB DESCRIPTION:**

* Organize files, important records & office document
* Compose, type & edit correspondence / document handling & control
* Updates various actions of employees, for evaluation & performance appraisal
* Maintain company data base & submit weekly & monthly reports to top management
* Responsible to maintain adequate office supplies & all other office requirements
* Perform routine tasks like preparing L/C for each imported materials &consignment made.
* Handling all forms of communication/ transactions with respective clients, relative to P.O.’s, quotations, tender and inquiries.

Position : **FILING CLERK**

Inclusive : **30 March 1994 to 15 September 1996**

Company : **Al AZIZIA PANDA UNITED INC./ Purchasing Dept. Riyadh,K.S.A**

**JOB DESCRIPTION:**

* Maintaining files & updates data & encode current changes of supplier’s new listing of items
* Immediate assistance inn some urgent task of co-employee concerning purchased items
* Make proper registration of new supplier’s & market’s client
* Update all registered PO’s & other transactions
* Document handling & control
* Assist purchasing Dept. staff in terms of filing & conducting weekly/ monthly & annual inventory of all supplies

Position : **STOREKEEPER**

Inclusive dates : **05 March 1993 to January 1994**

Company : **AMARETTO MANUFACTURING, Sikatuna Village Quezon City, PHILIPPINES**

**JOB DESCRIPTION:**

* Responsible in handling all invoices, issuance of manufactured T-shirt & other delivery
* Supervise all workers in manufacturing Amaretto shirts
* Identify & evaluate various applications in dealing with customer & motivating them to increase orders.

Position : **STOREKEEPER/INVENTORY CLERK**

Inclusive dates : **10August 1991 to 16 August 1992**

Company : **441st SUPPLY SQUADRON, Fernando Air Base, Lipa City, PHILIPPINES**

**JOB DESCRIPTION**

* Log all incoming & outgoing supplies at respective warehouse
* Assist in conducting monthly & annual inventory of supplies(aircraft spares)located in the warehouse
* Update the locater chart of stock items
* Re-check & post the actual balance
* Account all janitorial supplies as well as the engineering & medical supplies
* Make the morning reports & daily recapitulation of issue & the Back Order Release
* Document handling & control

**EDUCATIONAL ATTAINMENT**

College : Lyceum of Batangas

 Capitol Site, Batangas City, Philippines

1986 -1988 : Jose P. Laurel Scholar (JPL Scholarship)

Course : Bachelor of Arts (Undergraduate)

 Major in English

**ACHIEVEMENT/AWARD**

1976-1982 : Nangkaan Elem. School

1982-1986 : Bayorbor National High School (Valedictorian)

 Academic Excellence Award

**TRAININGS ATTENDED**

2001 : ISO 9001 : 2000 Version – Awareness Training (Quality Management System)