**Curriculum Vitae**



**DEMETRIO**

[**DEMETRIO.362094@2freemail.com**](mailto:DEMETRIO.362094@2freemail.com)

**Objective Statement:**

**To gain the position enabling me to utilize my skills, and professional experience in handling a challenging task that contributes productivity of the company and to obtain much more experience.**

**Core Competencies:**

* Comprehensive knowledge for process and procedures of handling administrative tasks.
* Excellent knowledge of computer application like MS Word, MS Excel, MS Power Point, MS Outlook and VLOOK UP.
* Good Written and verbal communication skills and work efficiently in a team environment.
* Attention to detail with good supervisory skills

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| **Al Bawani Co. Ltd.**  **Reyadh, K.S.A**  **TBC Schools Projects**  **November 27, 2016 to present** | ***Material Control*** – Data entries for requisition material request (MR), encodes materials code, and makes Material Request using in the Dynamic System. Preparing & submission of MR approvals, receiving email from any sites for material request. |  |  |

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| **Abdul Rhaman Saad Al-Rashid & Sons Company Ltd.**  **Abha Khamis Mushait, K.S.A**  **Abha Mall Project**  **September 29, 2014 to May 11, 2016**  **1 year & 8 Months (Finish Projects)** | ***Store keeper*** – Data entry of requisition to issue and receiving materials, encode of variant materials code, maintain the material stock position according to the requirement of production.  ***Plumber*** – Lay out all drawing from sanitary system and (PPR) hot & cold. |

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| **Amal Foodstuff**  **Shabiya Mussafah Abu Dhabi U.A.E**  **March 20, 2013 to Dec. 17, 2013**  **9 Months** | ***Back up Office Admin*** – Data entry, receiving items, encode invoice for purchase items incoming. Collect and process costumer transactions, and accurate verify merchandise quantities and to provide clerical support, to assist designated staff in the completion of duties and responsibilities and price display merchandise. |

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| **Kharafi National Co. L.L.C**  **Oil & Gas Project, Habshan 5 Process Plant Refinary**  **May 8, 2010 to January 24, 2013**  **2 years & 8 Months (Finish Projects)** | ***Office Assistant*** – Coordinate to construction Manager, Project Engineer to perform duties include preparation of correspondence report, handling phone calls, typing letters and memos, filling key plan drawing, filling documents letters incoming and outgoing, E-mail using outlook, oracle. Daily monitoring manpower report list, inspection in their respective areas.  ***Document Controller Assistant*** – Assigning correct approves to engineering changes order and routing accordingly, prepare controlled documents which confirm and process, reviewing and proofreading documents for consistency, filling, copying, scanning and distributing to various departments.  ***Technical Office Assisting*** – Data entry for above ground test pack # in hydro, reviewing technical documents, drawing update for line list isometric with test package, entry test pressure, design condition pressure and sub system numbers in test pack. Attached documents for the support and special support of isometric, highlight drawing for the list of temporary blind, attached the drawing, update drawing and replace the sheet revision from and old to a new revision. |

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| **Nissan Gallery**  **Cagayan De Oro City, Philippines**  **September 15, 2008 to April 28, 2010**  **1 year & 7 Months** | ***Liaison Officer under Sales Department –*** Ensuring communication and cooperation by serving officials go, responsible coordinating the activities in respected fields, inspecting good manufacturing unit for new vehicles products incoming, responsible for inspect and check products and make sure parts physically fit. |

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| **Toyota Cagayan**  **Cagayan De Oro City, Philippines**  **October 19,2005 to January 10, 2008**  **2 years & 3 Months** | ***Office Staff / Liaison Officer under Administration Department*** – Performs variety duties, responsible for billing and even collections, bank financial car loan collection, data entry OR & CR, data entry invoice using Peachtree, in charges chattel mortgages. |

***Educational Summary;***

**Primary ; Bugo Elementary Scholl**

**Secondary ; Bugo Art &Trade School (formerly Bugo City High School)**

**College ; Silliman University Dumaguety City**

**(BMFA) Bachelor of Music & Fine Arts *not completed***

***Personal Information;***

**Name ; Demetrio**

**Date of Birth ; July 7, 1978**

**Relationship ; Married**

***Special Skills;***

**Plumber, Sanitary System and PPR layouter Hot & Cold**

**AutoCAD Basic**

**Computer Literate**