

**RICARDO**

[**Ricardo.365180@2freemail.com**](mailto:Ricardo.365180@2freemail.com)

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| **KEY SKILLS** |

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| • HR General Affairs  • HR Policies and Procedures  • Labor and Employee Relations  • Team Building and Morale Building  • Staff Recruitment and Retention  • Employee Development & Training | • Contract Negotiations /Administration  • Confidential Record Keeping  • Disciplinary Procedures  • Ticketing  • Logistics Coordinator | • Hotel Bookings  • Customer Services  • Documentation and Reports  • Data Entry Management  • Medical Bookings  • Course Trainings  • Administration Coordinator |

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| **CAREER PROFILE** |

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| **SAIPEM SpA – Abu Dhabi, UAE** | | **Oct. 7, 2007 – May 31, 2017** |
| ***(Engineering & Construction (E&C) Offshore and Onshore, Drilling & Floaters)***  **HR Officer** | |  |
| ❖ | Responsible for providing support in the various human resource functions, which include recruitment, staffing, training and development. | |
| ❖ | Provide information and assistance to staff, supervisors on human resource and work related issues. | |
| ❖ | Provide support to supervisors and staff to develop skills and capabilities | |
| ❖ | Provide advice and assistance in developing human resource plans. | |
| ❖ | Creates, maintains and update the detailed itineraries for Daily Travel Advisory. | |
| ❖ | Arranges and organizing staff training sessions, workshops and activities. | |
| ❖ | Arranges, manages and coordinates staff Medical bookings. | |
| ❖ | Arranges driver’s schedule and activities. | |
| ❖ | Arranges hotel bookings. | |
| ❖ | Responsible in arranging flight tickets, hotel bookings for VIP and all employees. | |
| ❖ | Provide staff orientation. | |
| ❖ | Support in creating SAP - Work Orders | |

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| **FUTURE KITCHEN EQUIPMENT – Abu Dhabi, UAE** | | **Feb. 2005 to Oct. 04, 2007** |
| ***(Suppliers of Commercial Kitchen, Refrigeration, Baker, Laundry & Coffee Equipment-Spare Parts etc.)*** | | |
| **Secretary cum Receptionist** | | |
| ❖ | Responsible and oversees in office reception, documentation, confidential correspondence, maintenance, supplies, arranging meetings, supporting Human Resource in flight bookings & hiring, supports Purchasing & Finance Department in preparing purchase orders, cheque payments, follow-up payments & data entry and assist Sales in preparing their proposal offers. | |

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| **LSF PRINTING SERVICES, INC. – Quezon City, Philippines** | | **Feb. 2002 to Dec. 24, 2004** |
| **Purchasing Officer** | | |
| ❖ | Responsible in preparing Purchase Orders for supplies and equipment, delivery systems, reports regarding market condition and merchandise costs and inventory of materials and supplies. Knowledge on raw materials, production processes, quality control, costs and other techniques for maximizing the effective quality standards for services and evaluation of customer satisfaction. | |

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| **CLUB PARADISE RESORT – Coron, Palawan, Philippines** | | **Aug. 1998 to Jan. 2000** |
| **Administrative Assistant** | | |
| ❖ | Responsible in assisting fielding telephone calls, receiving and directing visitors, word processing, creating spreadsheets and presentations and filing. | |
| **Easy Call Telecommunications – Manila, Philippines** | | **Dec. 1997 to June 1998** |
| **Message Handling Specialist** | | |
| ❖ | Responsible in screening calls and taking messages; customer relations; documentation; | |
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| **EDUCATION / TECHNICAL SKILLS** |

**Bachelor of Science in Foreign Service major in International Trade**

Lyceum of the Philippines, Manila, Philippines • 1993-1996

Proficient in MS Office (Word, Excel, PowerPoint & Outlook),

Data Encoding , Salesforce and SAP Business Programs

Computer Basic Troubleshooting, Sabre Global Distribution System (GDS)

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| **KNOWLEDGE and SKILLS** |

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| **KNOWLEDGE** | **SKILLS** |
| * Human resources management | * Team Building Skills |
| * An understanding of relevant legislation, policies and procedures | * Problem Solving Skills |
| * Staff training, development and recognition | * Basic counselling skills |
| * Delegation | * Negotiation Skills |
| * Mentoring and coaching | * Effective verbal and listening communication skills |
|  | * Computer skills including the ability to operated spreadsheets and word processing programs at highly proficient level |
|  | * Effective written communications skills including the ability to prepare reports, proposals policies and procedures |
|  | * Effective public relations and public speaking skills |

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| **PERSONAL ATTRIBUTES** |

• Maintain standards of conduct • Respectful • Possess cultural and political awareness and sensitivity • Flexible • Demonstrate sound work ethics • Consistent and fair

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| **PERSONAL DATA** |

Birthday: Aug. 25, 1976 • Birthplace: Philippines • Civil Status: Single

Languages: English & Filipino • Holding UAE Driving License

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