MARK

Email Id: [mark.346172@2freemail.com](mailto:mark.346172@2freemail.com)

**Professional Summary**

Dedicated and focused employee who excels at prioritizing, completing multiple task simultaneously. Specialise in Admin and HR support. Committed to delivering high quality results with little supervision. Energetic, organised and professional.

**Areas of Expertise**

Microsoft Office

Time Management Self Directed

Professional and Mature Problem solver

Resourceful and motivated



**Work Experiences**

***1. Document Controller***

July 2014 to Dec 2014

AL Zamil Metal Works Factory

Jeddah, Kingdom of Saudi Arabia

**Responsibilities:**

Control all aspects of documentation.

Prepare, operate and update documents.

Ensure proper documents support is given to each department.

Produce and maintain document progress reports to Admin and HR Manager. Ensure all documentation provided is as per quality formatting requirements.

***2.*** ***Admin and HR Secretary***

January 2015 to February 2016

Al Zamil Metal Works Factory

Jeddah, Kingdom of Saudi Arabia

**Responsibilities:**

Answering phone calls, queries and other job related issues. Giving assistance to the administration and department.

Organizing travel for the employees (International or Domestic Flights)

Help provide reports that would help the Admin. & HR Management to take decisions.

Help in organizing and coordinating activities and relations of the Admin. & HR Manager with the external and internal entities.

1. ***Admin and HR Information Specialist***

March 2016 to July 2016

Al Zamil Metal Works Factory

Jeddah, Kingdom of Saudi Arabia

**Responsibilities:**

To develop and maintain a comprehensive understanding of the HR system/business requirements

and deliver HR information system tools and processes that meet those requirements

To prepare information required that will help the Admin. & HR Manager to take decisions. To optimize the effectiveness and use of the HRIS, other HR Technology tools and related

Administrative processes available to support Admin &HR activities

To maintain the data of the Information system and keep it up to date.

Responsible for keeping and updating the employees’ personal files and the operation of the archiving

system of the Admin &HR Department

To provide intelligent reports to Admin. & HR Manager that would provide status reports of HR activities To provide reports that would help the Admin. & HR to play the strategic and planning part of the HR

effectively.

To help the Admin. & HR Manager in developing and managing annual budget for the Admin. & HR Dept. To coordinate with other HR staff to ensure their requirements are fulfilled.

Report the outcome of the performance appraisal findings in a report that will be the base for planning staff career development.

**Training Course**

***Buenas Hotel Services***

Waitering, Housekeeping and Basic Bartending Training

Midland Plaza Hotel, M. Adriatico St. Ermita Manila PHI

July 28, 2013

***Al Zamil Metal Works In-House Training – Admin and HR Information Specialist***

Completed 6 months of training as a part of Al Zamil HR System Upgrade Jeddah, Kingdom of Saudi Arabia

June 2015 to December 2015



**Educational Attainment**

***Bachelor of Science in Computer Science (Undergradute)***

Philippine Christian University Malate, Manila, Philippines 2004 to 2010

***Secondary Education***

Immaculate Concepcion College Balayan, Batangas, Philippines 2000 to 2004

***Elementary***

Balayan West Central School Balayan, Batangas, Philippines 1996 to 2000

**Biography**

Place of Birth: Manila, Philippines

Date of Birth: June 17, 987

Age: 29

Marital Status: Single

Nationality: Filipino

Religion: Roman Catholic



**Interests**

Playing basketball, billiards, darts and video games Surfing the net

Watching movies and documentaries Photography