**Ferdinand C. Agdeppa**

**BS Computer Science**

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Applying for any of the following positions:

* **Secretary / Maintenance Planner / Admin Assistant**

***Contact:***

 Mobile no. **+639211637299**

 Email Address: **ferdz79agdeppa@yahoo.com.ph**

***Objectives:***

Pursuing my career in your company and perform my best capabilities and skills I acquired from my previous work experiences. My determination and enough amount of confidence I have learned for the past years are my best qualities that I can share to your company.

***Work Experience:***

1. ***Health Code International Corp.***

Strata 100 Bldg. Ortigas Jr. Road, Ortigas Center, Pasig City, Philippines

From: February 15, 2019 up to Present

***RELEASING OFFICER***

**Job Description:**

* Prepared and released products to our valued customers throughout the country by shipment.
* Coordinate with couriers regarding the proper handling and distribution of ordered items to different parts of the country.
* Managed and monitored the good quality conditions of our valued products before releasing to the customers.
* Making sure all details of our customers are correct before delivering the products to various areas to avoid mistakes and confusions.
* Prepared and accomplished daily inventory reports and files to be reviewed by the supervisor.
* Prepared daily transmittal sheet form for outgoing orders to be handled out by shippers.
* Monitors the orderliness and cleanliness of stocks and items for releasing.
* Accomplished other duties assigned by immediate supervisor.
1. **Al-Majal Service Master G4S**

Madinah Road, Jeddah, Saudi Arabia

From: May 19, 2013 To: January 30, 2018

***ADMINISTRATIVE ASSISTANT / MAINTENANCE PLANNER***

**Job Description:**

* Assigned in SABIC Gas Plant – Office & Maintenance Services as Admin. Assistant. / Planner.
* Received Building Maintenance; Office Services (including Business Card, Company Forms, Furniture, and Stationery requests); Catering Services; and Hotel Reservations requests by system thru SABIC SSRS (Shared Services Request System).
* Process all requests (Non-Approval & for Approval) using SSRS system.
* Assist in creating Purchase Requisition (PR) using SAP System to accommodate payment of Office Services; Building Maintenance Services; Catering Services; and Transportation – Hotel Reservations invoice payments.
* Receiving invoices from vendors for payment.
* Invoice verification of invoices and initiating payment procedures.
* Assist in creating Service Entry Sheet (SES) using SAP System for Office Services; Building Maintenance; Catering Services; and Transportation – Hotel Reservations invoice payments.
* Inform the GS Supervisor for the status of payments and PR numbers.
* Assist in maintaining the Office Services databases.
* Safekeeping and maintaining the individual vendor files.
* Maintaining and monitoring the Building Maintenance and Office Services payments database.
* Providing information to GS Supervisor regarding the end of contracts of individual vendors, monthly cost influence, and monthly payments made to vendor offices and preparation of annual budget for Office Services & Building Maintenance Services.
* Preparing weekly, monthly (GS Performance Report), quarterly, and annual report on Office Services & Building Maintenance status.
1. **Teyseer Group of Companies**

 Doha, Qatar

 From: July 4. 2011 To: March 31, 2013

 ***Maintenance Planner***

 **Job Description:**

* Assigned in Ras Laffan Facilities Maintenance as Maintenance Planner.
* Received and answers repair and maintenance requests through Outlook email and telephone calls.
* Create and input the requests using Requests and Maintenance System using Java flat form environment as End-user.
* Transfer the encoded request to Maintenance Supervisor for checking and verification for proper scheduling of technicians.
* Checking the availability of technicians and personnel for a particular task.
* Sending information to Supervisor about the current situations of technicians and their real-time activities on the locations for proper analysis.
* Print the request form and hand-over to the assigned technician for a particular task.
* Informing the customers through phone call and Outlook email about the particular repair and maintenance works.
* Assist in maintaining the requests database in RMS System.
* Assist in maintaining the individual request file per locations, files and documents.
* Maintaining and monitoring location requests database using MS-Excel.
* Preparing weekly, monthly, quarterly and annual reports on requests and maintenance status per location.
1. **Al-Majal Service Master G4S**

Madinah Road, Jeddah, Saudi Arabia

From: January 29, 2009 To: April 26, 2011

***Administrative Assistant / Invoice Control Clerk***

**Job Description:**

* Assigned in SABIC Employee Housing Dept.as Invoice Control Clerk.
* Receive document of new houses for lease from Housing committee.
* Verify the completeness of the documents before sending it to SMO Jubail for the approval of lease.
* Ensure that the service numbers and lease price is linked in the global contract of the real estate.
* Assist in creating Purchase Requisition (PR) using SAP System to accommodate payment of house lease.
* Sending invoices to Employee Housing Administrators for verification before initiating payment.
* Invoice verification of utilities and initiating payment procedures.
* Assist in creating Service Entry Sheet (SES) using SAP System for housing payments.
* Inform the Employee Housing Administrator / Supervisor for the status of payments and service numbers.
* Assist in maintaining the housing database in SAP.
* Safekeeping and maintaining the individual house files.
* Sending house file to Housing committee for renewal of lease or to turn-over houses to the real estate.
* Maintaining and monitoring the house lease and rental payments database.
* Providing information to Employee Housing Administrator / Supervisor regarding the end of leases of individual houses, monthly cost influence, and monthly payments made to real estate offices and preparation of annual budget for housing rentals.
* Preparing weekly, monthly, quarterly, and annual report on employee housing status.

***Trainings / Seminars Attended***

 SAP – Material Management (Purchase Requisition – PR)

 SAP – Material Management (Service Entry Sheet – SES)

 SAP – MM Master Data & Reports

 Date: March 14 – 16, 2009

Venue: SS Employee Services Yanbu Training Center

 Ibn Rushd Petrochemical Plant

1. **Health Code International Corporation**

5th Flr. Strata 100 Bldg., Ortigas Center, Pasig City

From: September 18, 2006 To: January 20, 2009

***Releasing Officer***

**Job Description:**

* Prepared and released products to our valued customers throughout the country by shipment.
* Coordinate with couriers regarding the proper handling and distribution of ordered items to different parts of the country.
* Managed and monitored the good quality conditions of our valued products before releasing to the customers.
* Making sure all details of our customers are correct before delivering the products to various areas to avoid mistakes and confusions.
* Prepared and accomplished daily inventory reports and files to be reviewed by the supervisor.
* Prepared daily transmittal sheet form for outgoing orders to be handled out by shippers.
* Monitors the orderliness and cleanliness of stocks and items for releasing.
* Accomplished other duties assigned by immediate supervisor.
1. **ALC Industrial and Commercial Development Corp.**

606 Shaw Blvd. Dominga-1 Bldg. Kapitolyo, Pasig City

From: May 8, 2000 To: October 17, 2005

***Warehouseman / Stock Clerk***

**Job Description:**

* Overall responsible in maintaining adequate of materials and supplies.
* Monitor orderliness and cleanliness of stocks inside the warehouse. Monitor good housekeeping practice at all times.
* Monitor proper storage, stocking and labeling.
* Monitors that all items withdrawn are recorded in the Warehouse Inventory Logbook and that the same items requested recorded are the actually withdrawn from the warehouse.
* Monitors that all items received from suppliers are the same specifications including but not limited to quantity, size color, etc. specified on the company's Purchase Order and of the supplier's Delivery Receipt, or invoice.
* Monitors that all incoming items passed through Quality Control before stocking.
* Monitors that stocks cards are updated at all times.
* Does cycle count every week and spot inventory of stocks.
* Monitors and apply the First in, First out (FIFO) system in issuing stocks.
* Analyzes and reconciles variances found in physical count vs. inventory count.
* Investigates status of tools and equipment’s borrowed that remains unreturned after the specified period of job assignments.
* Prepared and issued tools and equipment’s as well as supplies used by technicians for a particular project.
* Managed and monitored the safekeeping of all tools and equipment’s.
* Accomplished other duties assigned by immediate supervisor.

***Skills:***

* SAP Systems - Creating Purchase Requisitions (PR) and Service Entry Sheet (SES)
* SSRS (Online Maintenance Request System for SABIC)
* Computer Skills ( Office Emailing using Windows Outlook; Microsoft Office – MS Excel, MS-Word, MS-PowerPoint; and Data Encoding )
* Secretarial Skills ( Typing (30 WPM); filling and documentations; generating reports )
* Warehousing Skills ( Safekeeping; inventory; ordering and purchasing )

***Educational Background:***

 **College:** Systems Technology Institute

 **Course:** Associate in Computer Science (Graduate with Diploma)

 **Course:** Bachelor of Science in Computer Science (With Official Transcript of Records)

***Personal Information:***

**Address:** B6 L5 Peace Village Ph-1 Bgy. San Luis, Antipolo City, Rizal, Philippines

**Date of Birth:** September 26, 1979

**Age:** 41

**Place of Birth:** Manila

**Status:** Married