

FREDERIC HENRY M. RIVERA

Abdullah Fuad Dist. Dammam, Saudi Arabia

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POSITION APPLIED: EXECUTIVE ASSISTANT / ADMINISTRATIVE ASSISTANT

OBJECTIVES

To apply my knowledge, experiences and potentials in a growing company / institution that will lead to career advancement and personal growth in order to achieve a secured and rewarding future.

PERSONAL INFORMATION

Age: 40
Date of Birth: September 14, 1981
Place of Birth: Cabanatuan City, Nueva Ecija
Height: 5'6"
Weight: 150 lbs.
Civil Status: Married
Religion: Roman Catholic
Nationality: Filipino
Iqama status: Transferrable with Driving License

WORK EXPERIENCES

Executive Assistant

Laviviane Masion de Pâtisserie / Monroe Specialty Coffee

P.O. Box 5311 Alkhobar 34621

September 4, 2019 to Present

Duties and Responsibilities

- Reporting directly to the CEO.
- Oversee all aspects of general office coordination.
- Maintain office calendar to coordinate work flow and meetings.
- Maintain confidentiality in all aspects of client, staff and agency information.
- Prepare responses to correspondence containing routine inquiries.
- Perform general clerical duties to include, but not limited to, bookkeeping, copying, faxing, mailing and filing.
- File and retrieve organizational documents, records and reports.
- Coordinate and maintain records for staff, office space, telephones, and office keys.

- Create and modify documents such as invoices, reports, memos, letters and financial statements using word processing, spreadsheet, database and/or other presentation software such as Microsoft Office or other programs.
- May conduct research, compile data and prepare papers for consideration and presentation to the CEO.
- Make travel arrangements for staffs and higher Management.
- Collect and maintain inventory of office equipment and supplies.
- Research, price and purchase office equipment and supplies.
- Arrange for the repair and maintenance of office equipment.
- Assist with overall maintenance of the organization and its offices.
- Coordinate staff recruitment and selection process in order to ensure a timely organized and comprehensive procedure is used to hire staff.
- Dealing with the Recruitment agencies for recruitment and processing of new hires.
- Processing of new work visas
- Monitoring and processing of Employees Vacation Leave Application and Record.
- Preparing Employment Contracts.
- Arranging Flight Booking, Ticketing and Invoicing
- Works as support for Human Resource in processing of Exit/Re-entry Permit, Iqama, Vehicle Istimaras, Driving License Renewal.
- Monitor and deals with the Company Insurances such as Medical Insurance, Vehicle Insurance, etc.
- Outsourcing and purchasing for both Foreign and Local purchases.
- Works as support for Customer Service for company online sales application.
- Performing other duties as assigned by CEO.

Administrator

United Industrial Supplies Trading Est.
 P.O. Box 8312, Dammam, Saudi Arabia 32256
 January 1, 2014 to August 31,2019

Duties and Responsibilities

- Reporting directly to the CEO.
- Oversee all aspects of general office coordination.
- Maintain office calendar to coordinate work flow and meetings.
- Maintain confidentiality in all aspects of client, staff and agency information.
- Monitor and assist with maintenance of the organization's website.
- Interact with clients, vendors and visitors.
- Prepare responses to correspondence containing routine inquiries.
- Perform general clerical duties to include, but not limited to, bookkeeping, copying, faxing, mailing and filing.
- File and retrieve organizational documents, records and reports.
- Coordinate and maintain records for staff, office space, telephones, and office keys.
- Create and modify documents such as invoices, reports, memos, letters and financial statements using word processing, spreadsheet, database and/or other presentation software such as Microsoft Office, QuickBooks or other programs.

- May conduct research, compile data and prepare papers for consideration and presentation to the CEO.
- Make travel arrangements for staffs and higher Management.
- Collect and maintain inventory of office equipment and supplies.
- Research, price and purchase office equipment and supplies.
- Arrange for the repair and maintenance of office equipment.
- Assist with overall maintenance of the organization and its offices.
- Performing other duties as assigned by CEO.
- Coordinate staff recruitment and selection process in order to ensure a timely organized and comprehensive procedure is used to hire staff.
- Dealing with the Recruitment agencies for recruitment and processing of new hires.
- Monitoring and processing of Employees Vacation Leave Application and Record.
- Preparing Employment Contracts.
- Arranging Flight Booking, Ticketing and Invoicing
- Works as support for Government Relation Officer in processing of Exit/Re-entry Permit, Iqama, Vehicle Istimaras, Driving License Renewal.
- Arranging Letter of Invitations for Visit Visas to the Company Guests who will visit KSA from overseas.
- Monitor and deals with the Company Insurances such as Medical Insurance, Vehicle Insurance, etc.
- Preparing monthly payroll for staff salaries.
- Outsourcing and purchasing for both Foreign and Local purchases.

Administration and Personnel Officer

Mohammad Al-Mojil & Partners – Supply & Services Company W.L.L.

P.O. Box 4458, Dammam,

Saudi Arabia 31491

April 9, 2008 to August 31, 2013

Duties and Responsibilities

- Reporting directly to the General Manager, CEO and Managing Director.
- Oversee all aspects of general office coordination.
- Maintain office calendar to coordinate work flow and meetings.
- Maintain confidentiality in all aspects of client, staff and agency information.
- Monitor and assist with maintenance of the organization's website.
- Interact with clients, vendors and visitors.
- Prepare responses to correspondence containing routine inquiries.
- Perform general clerical duties to include, but not limited to, bookkeeping, copying, faxing, mailing and filing.
- File and retrieve organizational documents, records and reports.
- Coordinate and maintain records for staff, office space, telephones, and office keys.
- Create and modify documents such as invoices, reports, memos, letters and financial statements using word processing, spreadsheet, database and/or other presentation software such as Microsoft Office, QuickBooks or other programs.

- May conduct research, compile data and prepare papers for consideration and presentation to the General Manager, CEO and to the Managing Director.
- Set up and coordinate meetings and conferences.
- Make travel arrangements for staffs and higher Managements.
- Collect and maintain inventory of office equipment and supplies.
- Research, price and purchase office equipment and supplies.
- Arrange for the repair and maintenance of office equipment.
- Support staff in assigned project based work by processing their Gate passes ID's and other requirements for the projects.
- Assist with overall maintenance of the organization and its offices.
- Performing other duties as assigned by Managing Director, CEO and General Manager.
- Provide support to supervisors and staff to develop the skills and capabilities of staff.
- Coordinate staff recruitment and selection process in order to ensure a timely organized and comprehensive procedure is used to hire staff.
- Dealing with the Recruitment agencies for recruitment and processing of new hires.
- Deals with processing of new company working visas and visit visas to other countries for our staffs and Managers who will go for Business Trips.
- Monitoring and processing of Employees Vacation Leave Application and Record.
- Preparing Employment Contracts.
- Arranging Flight Booking, Ticketing and Invoicing
- Works as support for Government Relation Officer in processing of Exit/Re-entry Permit, Iqama, Vehicle Istimaras, Driving License Renewal.
- Arranging Letter of Invitations for Visit Visas to the Company Guests who will visit KSA from overseas.
- Monitor and deals with the Company Insurances such as Medical Insurance, Vehicle Insurance, Office and Accommodation Insurances, Money Insurance.

Administrative Aide

Cabanatuan City Hall

Cabanatuan City, Nueva Ecija Philippines

Jun 2004 – May 2007

Duties and Responsibilities

- Assists in special events, such as fundraising activities and the annual meeting.
- Oversee all aspects of general office coordination.
- Maintain office calendar to coordinate work flow and meetings.
- Maintain confidentiality in all aspects of client, staff and agency information.
- Perform general clerical duties to include, but not limited to, bookkeeping, copying, faxing, mailing and filing.
- May supervise volunteers and other support personnel.
- Make travel arrangements for staff and volunteers.
- Support other staffs in assigned project based work.
- Assist with overall maintenance of the organization and its offices.

- Enters and retrieves information using Personal Computer or other data processing equipment and receives and reviews coded and uncoded source documents; reviews data and makes routine corrections.

SKILLS

- Skilled, goal oriented and efficient.
- Uses and applies everything learned from school and work experiences
- Hardworking and can do Multi-tasking
- Knowledgeable in Computer Repairs, Programming, Networking and Maintenance
- Computer literate.
- Good writing, analytical and problem-solving skills.
- Knowledge of principles and practices of organization, planning, records management and general administration.
- Ability to communicate effectively.
- Ability to operate standard office equipment, including but not limited to, computers, telephone systems, typewriters, copiers and facsimile machines.
- Ability to follow oral and written instructions.

EDUCATIONAL BACKGROUND

CERTIFICATION

Basic Autocad 2D
COMSOFIL – ERO
Al Khobar, Saudi Arabia
Feb 2012 – April 2012

COLLEGE

Bachelor of Science in Computer Science
AMA University
Cabanatuan City, Nueva Ecija
1998 – 2002

HIGH SCHOOL

College of the Immaculate Conception
Maharlika Highway, Cabanatuan City
Nueva Ecija
SY 1994 – 1998

REFERENCE

Available upon request

I hereby certify that the information mentioned above are true and correct to the best of my knowledge and experiences.

FREDERIC HENRY M. RIVERA