

# MA. ESTRELLA NOVAL



1. TEACHERS' VILLAGE, 8000 CALINAN, DAVAO CITY, PHILIPPINES
2. MC New Complex Bldg, 12, MNG-HA Housing, Riyadh, KSA



novalma@ngha.med.sa



+966535220540

## CAREER OBJECTIVE

To obtain a position that would utilize my skills and interest. Also, to explore and develop interpersonal and intellectual skills towards work. And willingness to learn new things.

## BEHAVIORAL COMPETENCIES

- Can work diligently and orderly in a timely manner.
- Flexible and Resourceful
- Can work under pressure
- Organized and systematic.

## SKILLS AND COMPETENCIES

- Knowledge of Office Management System and Procedures
- Working knowledge of office equipment, printers, scanners, copiers, fax machines
- Proficiency in MS WORD, PUBLISHER, EXCELL, POWERPOINT, OFFICE-VISIO
- Excellent time management skills and ability to prioritize work
- Attention to detail and problem solving
- Resourceful and Efficient
- Strong Organizational Skills with the ability to multi-task

## CORE COMPETENCIES

- Preparing Reports and Presentations
- Correspondence Handling
- Document Summary
- Proofreading
- Administrative Tasks
- Meeting and Event Planning Coordination
- Calendar Management
- Travel Arrangements
- Resource Management

## EDUCATIONAL BACKGROUND

- March 2010 Bachelor of Science in Commerce- Management Accounting,  
Holy Cross College of Calinan, Davao City Philippines
- October-March 2011 Unit Earner Bachelor of Science in Education  
North Davao College
- March 1996 Secondary Education  
Holy Cross College of Calinan, Davao City Philippines
- March 1992 Elementary Education  
Lt. C. Villafuerte, Sr. Elem. School, Calinan Davao City, Philippines

Other Course attended:

- 2010 -Food Processing NC II– TESDA-WNAS, Davao City, Philippines
- 2018 February 09– Celebration Cakes Baking Class-St. Dominic Savio Business Class and Technical College
- 2018 February 15- Money Making Sausages-St. Dominic Savio Business Class and Technical College

## CITATIONS

Staff Performance Awardee-4th Qtr 2019

King Abdullah International Medical Research Center

Ministry of National Guard-Health Affairs

## TRAININGS, SEMINARS, AFFILIATIONS:

- ◆ **November 28 2018**                    **9th Annual Forum for Medical Research**  
KSAU Convention Center, Riyadh, KSA
- ◆ **January 13,2017 to**                **English Business Writing Course**  
**February 12, 2017**                    Training and Development, MNG-HA, Riyadh, KSA
- ◆ **April 12-15, 2015**                **Pre-Clinical Drug Discovery Course, KAIMRC-MNGHA**  
Applied Medical Sciences Bldg. KSAU-HS
- ◆ **May 13-14, 2015**                    **Business Writing Course,**  
Training and Development, MNG-HA, Riyadh, KSA
- ◆ **May 20-21. 2015**                    **Office Management Workshop, MNG-HA**  
Riyadh, KSA
- ◆ **November 02-03, 2015**            **Microsoft Project Workshop, MNG-HA**  
Riyadh, KSA
- ◆ **July 18-21, 2016**                    **10th Medical Research Quality Management Workshop**  
Post-Graduate Training Center, KSAU-HS  
Riyadh, KSA
- ◆ **September 19-21, 2016**            **3rd Stem Cells Conference (IV IPLASS Meeting)**  
KSAU-Convention Center, MNG-HA  
Riyadh, KSA
- ◆ **December 8-10, 2015**            **KAIMRC– 6th Annual Forum for Medical Research**  
KSAU-HS, Convention Center Riyadh
- ◆ **May 18-20,2015**                    **Saudi Health Exhibition and Conference (Attendee)**  
Riyadh, KSA
- ◆ **April 23-24, 2014**                    **STEM CELLS IN SCIENCE AND MEDICINE SYMPOSIUM**  
Convention Hall, KSAU-HS  
MNG-HA, Riyadh,KSA
- ◆ **February 2011**                    **Seminar Workshop on Parenting**  
North Davao College, Philippines
- ◆ **February 2011**                    **Fire Safety, Tesda-WNAS**  
Davao City, Philippines
- ◆ **October 7,2005**                    **Seminar– Orientation on Philippine Stock Exchange**  
Holy Cross of Davao College, Davao City
- ◆ **September 1, 2006**                **Marketing-Campus Lecture Series**  
Philippine Womens University, Davao City
- ◆ **2005**                                **20 Hours Basic Nipponngo Course, LEVENSLIJN INC.**  
Davao City Philippines

## WORK EXPERIENCE

### **October 2018-Present - Administrative Assistant III**

#### **KAIMRC-Operations Supports Services**

**King Abdullah International Medical Research Center,  
Ministry of National Guard Health Affairs  
Riyadh, Kingdom of Saudi Arabia**

#### **Duties and Responsibilities**

- Receive all Incoming and Outgoing Communication for Supports Services
- Answer phone calls and direct calls to appropriate parties
- Oversee daily operational activities for the department
- Makes a daily administrative assistant report to the immediate supervisor
- Records documents and data resulted by meetings, discussion and evaluation of team
- Preparing Memo's related to Technical Affairs requisitions and follow-ups (Major/Minor Constructions)
- Processing Key Control Requests and Access Card Requests
- Processing gatepass and security pass
- Processing Property Transfers
- Transportation Assistance
- Space Allocation Committee Recording Secretary

### **October 2015– September 2018 ADMINISTRATIVE ASSISTANT**

#### **KAIMRC-OPERATIONS LOGISTICS**

**King Abdullah International Medical Research Center,  
Ministry of National Guard Health Affairs  
Riyadh, Kingdom of Saudi Arabia**

#### **Duties and responsibilities:**

- Provides general office support for Operations Department and other departments within the facility.
- Receive all incoming and outgoing communications , Proofread correspondence
- Preparing all memos related to Purchasing, Receiving's, Commissioning, Property Transfers and other Logistics Related concerns.
- Receiving , preparing and processing payment requests for Special Purchase Requests, Direct Purchase Requests, Advance Payments, Reimbursements and others.
- Point of contact for Scientists, Researchers and vendors for all purchase related requisitions.
- Organized Deployment Workshop for all regions to provide awareness to the current and existing processes and procedures of Logistics.
- Preparing HR related services for staffs (TRA, LEAVE applications, Travel Bookings etc)
- Provide assistance to Operations Director for administrative duties.

**Other KAIMRC related responsibilities.**

**1.) 2016-2017 RECORDING SECRETARY**

COLORECTAL CANCER RESEARCH PROGRAM BOARD ,  
King Abdullah International Medical Research Center, MNG-HA  
chaired by Dr. Mohammad Aziz

**2.) 2015-2018 RECORDING SECRETARY SPACE ALLOCATION COMMITTEE,**

King Abdullah International Medical Research Center, MNG-HA  
chaired by Dr. Barrak Al Somaie, Operations Director, KAIMRC

**3.) 2018-2019 RECORDING SECRETARY SPACE ALLOCATION COMMITTEE ,**

King Abdullah International Medical Research Center, MNG-HA  
chaired by Dr. Majid AlFadhel, Deputy Executive Director, KAIMRC

**4.) 2014-2017 RECORDING SECRETARY OVERSIGHT EQUIPMENT COMMITTEE ,**

King Abdullah International Medical Research Center, MNG-HA  
Chaired by Dr. Barrak Al Somaie and currently with Dr. Bahauddeen Al Rfaie.

**5.) 2014-2015 RECORDING SECRETARY FOR Taskforce Master Degree Program in Biomedical Research and Post-Doctoral Fellowship Program**

King Abdullah International Medical Research Center, MNG-HA  
chaired by Dr. Mohamed Boudjelal.

**6.) 2015- Temporary Recording Secretary for Task Force Medical Equipment Planning**

King Abdullah International Medical Research Center, MNG-HA  
chaired by Eng. Mohammed Al Masawi

**7.) 2015- TASKFORCE E-BSL<sub>3</sub> AND VIVARIUM**

**(EXECUTIVE STEERING COMMITTEE FOR HANDOVER AND COMMISSIONING OF KAIMRC PROJECTS)**

King Abdullah International Medical Research Center, MNG-HA  
chaired by Dr. Basim Al Shammari, Scientist, Infectious Disease and Research Department

**2014 February -2014 May ADMINISTRATIVE ASSISTANT KAIMRC LOGISTICS**

King Abdullah International Medical Research Center

Ministry of National Guard Health Affairs

**Duties and responsibilities:**

- Receive incoming and outgoing communications , Proofread correspondence
- Provide general office support to Operations Department and Logistics as Purchasing Processor
- Prepare Purchase Order for all Direct Purchase Requisitions
- Working closely with vendors and end users in processing their purchases in a timely manner
- Receiving and processing payment requests and reimbursements
- Assist in the development and implementation of purchasing processes
- Administrative Support during coverage
- Organize Travel and booking reservations
- Set up and uphold manual and automated information filing system
- Schedules, set-up meetings, preparing minutes of meetings
- Preparing reports , memorandum, and other business related correspondence

**2014 May -November 2015 ADMINISTRATIVE ASSISTANT MEDICAL CORE FACILITY AND PLATFORMS.**

King Abdullah International Medical Research Center

Ministry of National Guard Health Affairs

**Duties and responsibilities:**

- Set up all administrative process from scratch including filing, recording and tracking all documentations for the head and the staffs.
- Preparing and writing memos, email correspondences, preparing TRA for all staffs, leaves, attendance monitoring, setting up meetings both for the department and committees chaired by the Head of Core Facility.
- Involve in the hiring process for Core Staffs.
- Managed Biostore -order diverse and large quantities of consumables and reagents. Facilitate requests and distribution to all KAIMRC and KSAU scientists and researchers.
- Organized the Pre-Clinical Drug Discovery Course under Core Facility.

**2013 IN-BOUND and OUTBOUND CALL CENTER-COLLECTIONS AGENT (CITI ACCOUNT)**

CONVERGY'S PHILIPPINES

**Duties and responsibilities:**

- Place and Receives all queued calls from the United States CITI Account Card Holders
- Convince and make necessary online payment for all delinquent card holders
- Arrange possible mode of payments to close payment dues.

**2007-2010 Administrative Staff (College Medical Library)**

San Pedro College of Davao

**Duties and responsibilities:**

- Handling incoming and outgoing calls for the department and transfers to appropriate person or to the Library Director.
- Provide Services to all students, College Professors and inter-university visitors (assistance in providing and issuance of library materials most especially in the reserved section and masters degree section).
- Preparing designs and announcements placed at the bulletin areas of the library.
- Compiles data, generates reports and other library related requisitions. And regular transfer and back up to Athena Application System.
- Prepares business correspondence and notices to delinquent library users.