

# JANUARIO R. MARCHA

## EXECUTIVE SECRETARY

Multi-skilled professional with over 12 years+ progressive experience working in manufacturing, construction and oil & gas industry, providing high-level administrative support to C-Level executives and managers. Having a background in recruitment cycle, e-commerce and proficient in Office applications and Google Workspace tools



Al-Qatif, Saudi Arabia



0540552161



januario\_marcha29@yahoo.com  
januariormarcha@gmail.com



www.linkedin.com/in/januario-marcha-94474551

### CAREER SNAPSHOT

- Years of combined experience and skills managing business office functions and providing comprehensive administrative support to company executives and multi-national managers with exceptional ability to facilitate all aspects of external and internal communications
- Background in overseas recruitment of skilled and non skilled manpower; e-commerce platform for digital sales and experience in manufacturing industry performing the function of Personnel Officer and Import-Export staff

### SKILLS & EXPERTISE

- Administrative Skills (Communication, Organization, Technology and Planning)
- Strong English Communication Skills
- Business Correspondence
- Human Resources Management ERP Module (TaskForces ERP)
- Salla E-Commerce Platform (Saudi based)
- Knowledge on Graphic Design Platforms (Adobe Photoshop, Canva & Crello)
- Trello PMO tool
- MS Office and Google Docs Editors (Docs, Sheets, Slides and Forms)
- Video conferencing software (Zoom Meetings and Cisco Webex Meetings)

### COMPANIES THAT I HAVE WORKED FOR:



Unihorizon Trading Co. Ltd. is a limited startup company engaged in confectionery and e-commerce business. The office is located in Qatif, Saudi Arabia where I am currently the Executive Secretary.



Eastern Trading & Contracting Co. is a general trading and contracting company with headquarters in Al-Khobar, Saudi Arabia. Range of its operations diverse activities as Ready Mixed Concrete, Glass & Aluminum, Metal & Steel, Transportation, Cement Products, Stone Quarries, Construction, and Precast Concrete.



Rajeh H. Al-Marri & Sons Co. is one of the leading oil and gas prime contractors of Saudi Aramco. I worked as **HR Administrative Assistant**, managing working visa and providing direct administrative support to HR Department. This company had construction office in Abqaiq, and corporate head office was in Al-Khobar, Saudi Arabia.



Hael Establishment is a multi-faceted company and a subsidiary of RHM & Sons Co. engaged in Trading, Industrial support and NDT service. I worked in this company as an Administrative Assistant.

## PROFESSIONAL EXPERIENCE

COMPANY : UNIHORIZON TRADING COMPANY LTD. - Al-Qatif, Saudi Arabia  
POSITION : EXECUTIVE SECRETARY  
DATE : SEPTEMBER 10, 2018 - PRESENT

### KEY ACHIEVEMENTS:

Helped the company to save thousands of riyals as multi-functional employee by providing comprehensive administrative support as an Executive Secretary/E-Commerce clerk and HR support; Created a collection of business form templates for Human Resources and Accounts Department

### DUTIES & RESPONSIBILITIES

- Manages Outlook calendar of CEO's for general and client's meetings and COC Board meetings
- Arranges travel and appointments including airline and ticket bookings
- Composes and proofs memorandums and email correspondences to suppliers
- Develops company standard HR and Accounting forms
- Tracks and monitors daily online store orders, ensure all pages are functioning and raise bugs and glitches to the platform developer's technical team
- Updates delivery status, prints courier policies and ensure timely delivery of orders; Lists and upload product photos and descriptions
- Assists the HR in recruitment process; Prepares recruitment related docs and liaise with embassy for job order verification
- Reviews commercial agreements such as Purchase & Supply, Merchant Service Agreements and Social Media Management Agreement according to pre-agreed terms and conditions
- Organizes and maintains physical and electronic files; Secures confidential files of the CEO
- Prepares bi-weekly administrative expense report and reimbursements

COMPANY : EASTERN TRADING & CONTRACTING COMPANY - Al-Khobar, Saudi Arabia  
POSITION : TECHNICAL SECRETARY  
DATE : APRIL 01, 2018 - JULY 31, 2018

### DUTIES & RESPONSIBILITIES

- Managed the calendar and travel itineraries of the Technical QA/QC Manager
- Coordinated with third party testing companies for material tests, batch plant, and laboratory equipment calibration
- Prepared monthly Technical Department's manpower report to be submitted to the management
- Maintained and organize QA/QC files such as Integrated Quality Systems Manual and related documents
- Received and checked third party inspection invoices before submission to Accounts for payment

COMPANY : EASTERN TRADING & CONTRACTING COMPANY - Al-Khobar, Saudi Arabia  
POSITION : RECRUITMENT COORDINATOR CUM EXEC. SECRETARY  
DATE : FEBRUARY 18, 2015 - MARCH 31, 2018

### KEY ACHIEVEMENTS:

Assisted in developing the HR Policy and Procedures consistent with the Saudi Labor Law and regulations and industry practices; Selected and requested to provide executive and administrative support ad hoc to C-Level Executives (CEO, COO, and Group HR Manager); Trained 5 Saudi Recruitment Officers on overseas recruitment and pertinent governmental procedures in country of recruitment

### DUTIES & RESPONSIBILITIES AS RECRUITMENT COORDINATOR

- Provided full cycle recruitment support for technical, skilled and non skilled manpower requirements of various divisions (Industrial, Building & Construction, Readymix Concrete, and H & C Division)
- Liaised and coordinated with foreign recruitment agencies with regards to timely recruitment processing of candidates

- Sourced and connected with potential candidates through various job portals and websites such as expatriates.com, Bayt, Gulf Talent and LinkedIn
- Reviewed and shortlisted CVs to identify suitable candidates for available positions
- Prepared recruitment related documents per governmental requirements of country of origin such as Job Orders, Power of Attorney, Recruitment Agreements, Master Contract, etc.
- Prepared periodic recruitment and visa monitoring report for available and allotted block visa on process
- Advised ticket requisition (PTA) for joining candidates and coordinated airport pickup with company drivers
- Managed onboarding activities such as issuing employment contracts, medical referral, and uploading personal data in HR TaskForce ERP system for new hires
- Shared the updated recruitment related reports with the CEO through Dropbox cloud storage

#### DUTIES & RESPONSIBILITIES AS EXECUTIVE SECRETARY

- Managed and organized multiple Outlook email accounts of the executives; Sorting emails by priority, create automatic rules and folders, and using flags to set reminders
- Received, screened and seamlessly transfer official and urgent phone calls to the executives; Take accurate messages for information
- Drafted verbatim and paraphrased emails; Sent meeting recaps highlighting the action items, deadlines and other crucial information
- Prepared high-level executive reports such as the monthly production report of Readymix plants and distribution of approved report for information and production planning
- Coordinated departmental, division and executive meetings including board and committee meetings; Prepared conference room and the audio/visual requirements
- Coordinated logistical aspects of regional site/plant meetings of the CEO and arranged his hotel accommodation
- Prepared monthly HR Department's PowerPoint presentation for the Board that includes report on manpower costing, recruitment, and the Nitaqat Saudization percentage
- Properly routed agreements, contracts and other documents for signature process
- Responsible for coordination and preparation of monthly departmental manpower report

COMPANY : **HAEL ESTABLISHMENT** - Al-Khobar, Saudi Arabia

POSITION : **ADMINISTRATIVE ASSISTANT**

DATE : MAY 01, 2014 - OCTOBER 31, 2014

#### **KEY ACHIEVEMENTS:**

**Created the company profile and standard business forms; Assisted in the development of NDT Pre-Qualification Documents**

#### DUTIES & RESPONSIBILITIES

- Arranged meetings and travel reservations for the Department Manager
- Purchased office supplies and responsible of stocking stationeries
- Assisted in development and compilation of NDT Pre-Qualification documents for bid invitations
- Maintained NDT files such as inspection results, NDT procedures/manuals, NDT certifications(CSWIP, ASNT, etc.) and other submittals
- Created standard business forms for HR and Accounts
- Handled payroll, salary distribution and administrative expenses
- Wrote and compiled the company profile highlighting the strengths of the company
- Prepared memorandums and other business correspondences for the Department Manager

COMPANY : **RAJEH H. AL-MARRI & SONS COMPANY** - Abqaiq & Al-Khobar, Saudi Arabia

POSITION : **HR ADMINISTRATIVE ASSISTANT**

DATE : JANUARY 24, 2011 - APRIL 30, 2014

#### DUTIES & RESPONSIBILITIES

- Provided administrative and office management support to the HR Manager and to the other members of the HR team
- Arranged travel schedules, ticket and hotel bookings for the HR Manager's official and non official trips
- Distributed Performance Evaluation forms to supervisors and employees to give thorough analysis on employee's work performance as basis of annual increment
- Maintain an up-to-date staff records including confidential file system for employee and HR processes;
- Coordinated with various foreign (Philippines, India, Pakistan, Jordan, Turkey and Nepal) recruitment agencies for timely manner of recruitment procedures
- Processed recruitment related documents for embassy verification and authentication such as Job Orders, Power of Attorney, Recruitment Agreements and Standard Employment Contracts
- Updated periodic recruitment and visa monitoring report consistent to foreign recruitment agencies' report before submitting to the HR Manager
- Screen applicant CVs to ensure they meet the specific weighted requirements and qualifications before referring to concerned department for further review
- Scheduled and coordinated applicant's face to face, telephonic and/or Skype interviews
- Scheduled and directed new hires for new employee orientation (NEO) and Safety Orientation
- Endorsed selected candidates on exit to respective foreign recruitment agencies for further processing
- Prepared Job Offer letters and sending them to selected applicants for signature; Sent follow-up emails for further information on the next phase of their application

COMPANY : **ALLEN GARMENTS CORPORATION** - Bataan, Philippines

POSITION : **PERSONNEL & PAYROLL OFFICER**

DATE : JANUARY 20, 2010 - JUNE 15, 2010

#### DUTIES & RESPONSIBILITIES

- Received and screened phone calls and transferring appropriate staff
- Conducted daily timekeeping of labor manhours and prepared daily manpower costing report
- Sourced applicants and prepared job advertisements and posting of vacancies
- Conducted job interviews, screening applicants documents before referring to concerned department for necessary trade testing
- Prepared employment related documents such as employment contract, timecards, company ID and Zone Pass requests
- Maintained and updated electronic employee record and and employee 201 Files
- Prepared monthly IRD PEZA Report and other personnel related company forms
- Conducted production inspection to ensure that employees' personal protective equipment (PPEs) are worn properly
- Scheduled periodic fire safety and evacuation drill for employees in compliance to governmental regulations
- Monitored consumption and prepared monthly requisition of office supplies
- Prepared disciplinary action to erring employees such as notice to explain and advise of penalty
- Prepared employee payroll for the period on daily rated and piece-rate employees
- Prepared monthly governmental mandated deductions for contribution such as SSS, PhilHealth and Pagibig
- Processed employee benefits and loans with SSS, PhilHealth and Pagibig
- Prepared monthly SSS diskette report for submission

COMPANY : FASHION TEXTILE-21 INCORPORATED - Bataan, Philippines  
POSITION : IMPORT & EXPORT ASSISTANT  
DATE : JANUARY 15, 2009 - JULY 09, 2009

#### DUTIES & RESPONSIBILITIES

- Gathered PO quantity based on production PO, Buyer's PO and Master Contract
- Ensured the conformity of carton measurement and carton markings for shipment such as Shipper's mark, weigh markings and labels
- Booked shipping samples and prepared courier airwaybills for parcels
- Prepared and processed import permits required documents such Bill of Lading, Commercial Invoices, Packing list and Consignee Authorizations
- Processed export documents such as Export Tally, Certificate of Origin, Proforma Invoice and Export Declaration
- Prepared carton shipment loading plan on proper sequences by Division, PO and item style
- Processed PEZA 8810, 8106 for bulk samples and farm-out goods
- Coordinated with forwarders, brokers and shipping lines concerning the timely arrival of shipment
- Calculated CBM for FCL and LCL shipment bookings

COMPANY : ALLEN GARMENTS CORPORATION - Bataan, Philippines  
POSITION : PERSONNEL CLERK & ENCODER  
DATE : FEBRUARY 02, 2007 - JANUARY 10, 2009

#### DUTIES & RESPONSIBILITIES

- Maintained database of worker's production efficiency
- Prepared production repair summary report
- Prepared delivery receipts of incoming and outgoing farm-out goods
- Filing of production related documents such as Production POs and Operation Bulletin
- Well-versed using office machines such as fax, photocopier and document scanner
- Other data entry duties that maybe assigned

## EDUCATION

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION (BSBA)  
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES  
YEAR: 1999 - 2003

## TRAININGS & CERTIFICATES

PRESENTING TO SENIOR EXECUTIVES  
LINKEDIN LEARNING COURSE - JUNE 2021

ADMINISTRATIVE PROFESSIONAL FOUNDATIONS  
LINKEDIN LEARNING COURSE - JULY 2021

BUSINESS ETIQUETTE: PHONE, EMAIL, AND TEXT  
LINKEDIN LEARNING COURSE - JULY 2021

ACCOUNTING FOUNDATIONS  
LINKEDIN LEARNING COURSE - JUNE 20201

SOCIAL MEDIA IN-DEPTH COURSE  
FILIPINO VIRTUAL ASSISTANCE ACADEMY - IN PROGRESS

GRAPHIC DESIGN MASTERCLASS  
UDEMY ONLINE COURSE - IN PROGRESS

## PROFESSIONAL REFERENCES

Available upon request