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| **Davis Rioveros Martinez**  **Dhahran, Saudi Arabia (Work Address**)  **+966535675047**  Lipa City Batangas, Philippines (Local Address)  [**martinezdave85@gmail.com**](mailto:martinezdave85@gmail.com) | I:\New folder\Camera Roll\IMG_20140616_182205.jpg |
| **PROFILE** |

A self-motivated, hardworking and highly capable individual with extensive administrative experience gained in a range of responsible positions in the Oil & Gas, Energy & Construction industry. I am a reliable and conscientious person who works well as part of a team but am equally competent when working on my own initiative. I have a friendly, empathetic nature and excellent customer service skills. I am able to effectively prioritize my workload and stay calm and focused even under pressure. I enjoy meeting people and can adapt quickly to any environment.

**Skills / Qualification:**

• Experienced in working in an engineering project group or document management centre

• Extensive working knowledge of the oil and gas industry

• Specialist knowledge in Oil & Gas documents management systems and procedure

• Ability to control, direct, supervise and manage the day to day activities with

documentation center

• Experienced in electronic data formats production and retention requirements

• Experienced in writing and maintaining of departmental procedure

• Extensive knowledge of Asset information management requirements

• Extensive knowledge of project documents close-out and handover

• Knowledge of file format conversion process

• Knowledge of various electronic document

* Experience in using SAP system.
* Handling Huge Manpower and Equipment and timesheets during shut down maintenance in Petro Rabigh Plant.
* Excellent communication, strong inter-personal skills, Office Administration, File Management, Problem Resolution, Research, Time Management, Public Speaking, Creative Writing.
* Competent working knowledge of all Microsoft applications: Word, Excel, PowerPoint, & Outlook, Internet, Email, Computer and Web based applications.
* Languages: English, Arabic, Turkish

**WORK EXPERIENCE:**

**Bin Quraya Holding Company,** Dhahran, Saudi Arabia

(07/2015 to Present) Admin Operation/ Operation Coordinator/ Document Controller

* Greet visitors, answer phone calls and redirect them when necessary.
* Create and modify documents such as reports, memos, letters and other documents.
* Perform general clerical duties e.g. record keeping, copying, scanning, faxing, mailing and maintaining an effective filing system.
* Receive and distribute all incoming mailing and coordinate outgoing mail, including courier services, and interoffice mail distribution.
* Process travel expenses and reimbursements.
* Schedule meetings and travel arrangements for senior members of the company.
* Schedule and organize complex activities such as meetings, travel, and department activities for all members of the Senior Management Team.
* Provide administrative support for operations team.
* Liaise with the Human Resource Department for Staff vacation.
* Prepare and submit reports of overtime worked by employees to finance.
* Arranging and line up manpower schedule for Rig Moving base on client’s request
* Monitor the next schedule of Rig Move base on Radar and coordinating to clients.
* Assisting and Support General Manager, Operations Manager and Operations Supervisor.
* Using variety of SAP system as per module.
* Checking P.O Purchase Order base on job order.

**Al Mobty Company:**

Al Ahsa, Saudi Arabia

06/2012 – 01/2016, Secretary

* Provided admin support to the team on manpower and equipment mobilization and assignments relative to the construction schedule and quality requirements.
* Managed manpower planning and resourcing.
* Liaising Iqama, Registration, Permits, Insurance for Manpower and Company Assets
* Prepare timesheets for Equipment and Manpower thru submitted to finance accounts
* Answering emails and phone calls redirecting to supervisor or manager when necessary.

**Ustay Cokuruva Joint Venture,** Benghazi, Libya

03/2010 – 01/2012, Secretary

* Coordinated and Provided full secretarial and admin support to the project team and department to ensure the smooth running of the department operations in accordance with the company procedures and standards.
* Managed office supplies stock and placed orders.
* Providing checklist for Manpower and Equipment’s assets

**EDUCATION**

**Bachelor of Science in Information Technology**, 2004 - 2008

Lipa City Colleges, Batangas, Philippines

**TRAININGS**

**Life Saving Rules**

Certificate No.6551

Issued: July 27, 2019

Abqaiq, Saudi Arabia

**PERSONAL DATA**

Date of Birth: Jan 10, 1985

Gender: Male

Civil Status: Married

Nationality: Filipino

Religion: Catholic

Permanent Address: Lipa City, Batangas, Philippines

*I hereby certify the above information are true and correct to the best of my knowledge and belief.*

**DAVIS R. MARTINEZ**

*Signature*