

DOMINIC N. AYO

Davao City, Philippines
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POSITION APPLIED FOR: Administrative Assistant

ESSENTIAL SKILLS

Knowledge on SAP ERP, Knows video editing, Knows MS Visio, Excellent communication & interpersonal skills, realization in the importance of confidentiality, well-versed in computer applications, excellent knowledge in internet, yahoo messenger, skype online chat and Microsoft office outlook, can handle pressure and can work with minimal supervision, can do multi-tasking job, with exemplary ability to do the assigned tasks at a highest level of excellence, highly organized & able to work independently and strong administration skills.

SUMMARY OF EXPERIENCES

October 2013 – July 2019

Yanbu Aramco Sinopec Refining (YASREF) through Al-Hugayet Contractor

Yanbu, Saudi Arabia

Administrative Assistant

Job Description

- Prepares Log Sheets on all incoming and outgoing correspondence and transmittals for monitoring purposes; Set up and maintains the HR Manager's files as requested;
- Consolidates progress reports and present to the HR Manager;
- Consolidates monthly telephone directory and share it to the YASREF's Admin. Assistants;
- Receives other visitors or telephone calls, determines the nature and purpose of call;
- Timekeeping activities; review, initiate leave and medical leaves and on-call overtime requests;
- Schedule and coordinate meetings, appointments; Book conference rooms;
- Coordinate and process required HR and employee related documents;
- Prepare and modify documents including correspondence, reports, drafts, memos and emails;
- Requisition of company uniform, safety shoes and maintain proper inventories of office
- Maintain computer and manual filing systems;
- Handle sensitive information in a confidential manner;
- Prepares travel order and arrangement for the HR Manager; prepares expense report through SAP portal.
 - Provides administrative assistance mainly to the HR Manager as required or as requested including correspondences, photocopying, typing, scanning, filing and emailing;

SAUDI OGER LTD.

December 2007 – February 2013

Project: King Abdullah University of Science & Technology (KAUST)
Administration & Academic Campus (www.kaust.edu.sa)
Jeddah, Saudi Arabia

Client: ARAMCO

Secretary

About the Company

Saudi Oger Ltd., a construction company, was incorporated in January 1978 under the rules and laws of the Kingdom of Saudi Arabia with its headquarters in Riyadh. Saudi Oger Ltd. is a private company, wholly owned by the Rafic Hariri family.

Job Description

- Receives visitors and directs them to proper office or official;
- Perform general and clerical duties to include but not limited to photocopying, faxing, emailing, mailing & filing;
- Creates and maintains filing systems, records, and indices, including files of a confidential nature. Keeps reference files and policy manuals up-to-date by adding and deleting obsolete information;
- Ensure that all work is carried out in a safe and efficient manner;
- Performs any other clerical or miscellaneous duties as requested by the supervisor;
- Maintain a positive attitude with team/unit;
- Maintain good public relations;
- Answer phone, take/distribute messages appropriately;
- Receives incoming mail, sorts, logs and distributes as requires. Receives outgoing mail, logs and distributes;
- Types all kinds of correspondence, reports, and Saudi Oger forms using word processing machines. Simple letters may be self-composed, more complex transcribed from handwritten drafts from the supervisor;

DESIGNS PLUS

December 2002 – July 2005

Davao City, Philippines

Administrative Assistant

Asiapro Cooperative

November 2001 – November 2002

Kidapawan City, Philippines

Payroll Officer

World Council of Credit Unions, Inc.-Credit Union Empowerment & Strengthening (WOCCU-CUES Phils.)

July 24 – August 21, 2000

Davao City, Philippines

Economic Researcher

Cross 2000

August 1999 –February 2001

Sta. Ana Ave., Davao City, Philippines

Staff

SUMMARY OF QUALIFICATIONS

Degree: Bachelor of Arts Major in Economics

Holy Cross of Davao College, Davao City, Philippines (1996-2000)

PERSONAL DATA

PERSONAL DETAILS

Nationality	:	Filipino
Date of Birth	:	August 05, 1979
Language Spoken and Written	:	English & Tagalog
Passport No.	:	P1458796A
Date Issued	:	Jan. 4, 2017
Date Expired	:	Jan. 3, 2022

LANGUAGES

English	:	reading, writing & comprehension
Tagalog	:	reading, writing & comprehension