

CHARLIE A. FERNANDO

Desired Position: Project Coordinator



PROFILE SUMMARY:

Excellent team management skills, interpersonal and organizational support with 14 years of experience in operations, human resources, administrative and support services. Successfully developed and managed to achieve department target revenues, administered and improved the essential documentation system and maintained in day-to-day operations.

KEY COMPETENCIES:

- Quality focused and result oriented.
- Driven professional looking for excellent.
- Reliable, dependable, and observe confidentiality.
- Adaptability to change and innovative.
- Positive, energetic and adventurous person.
- Initiative and self-development.
- Organized and flexible.
- Excellent communicator.
- Can work in minimum supervision.
- Proficient in MS office and "back-office" softwares.
- Multi-tasker

PERSONAL PROFILE

Current location : Dammam, Kingdom of Saudi Arabia
Citizenship : Filipino
Date of Birth : 20 May 1984
Languages known: English, Arabic & Tagalog
Passport # : P6728246B
Mobile # : +966553840466 (KSA) / +639569709336 (PHIL)
E-mail address : charliefernando1120@gmail.com

EDUCATION

Graduated Bachelor of Science in Business Administration (major in Management) on 2005 at Isabela State University, Isabela, Philippines

SEMINARS AND TRAININGS ATTENDED

- **OCCUPATIONAL SAFETY AND HEALTH COURSE – 30 HOURS**
Al-Khobar, KSA
July 14-15, 2007
- **ISO 9001:2015 QUALITY MANAGEMENT SYSTEM – AUDIT TRAINING**
AMSYCO Head Office, Al-Khobar, KSA
July 12-13, 2017
- **IN-HOUSE VENDOR INSPECTION PRESENTATION – 10 HOURS**
AMSYCO Head Office, Al-Khobar, KSA
August 3, 2016
- **BASIC LIFE SUPPORT TRAINING**
Dar Afia Health Training Center, Dammam, Saudi Arabia
September 27, 2021
- **FIRST AID TRAINING**
Dar Afia Health Training Center, Dammam, Saudi Arabia
September 27, 2021
- **ONLINE LEADERSHIP SUMMIT**
MBBE Sta Ana, Manila, Philippines
September 27-29, 2021

WORK EXPERIENCES

INSPECTION DEPARTMENT MANAGER

Quality Excellence Inspection and Contracting Est.
Dammam, Kingdom of Saudi Arabia
November 1, 2019 – October 31, 2021

Duties and Responsibilities:

- Create and develop good client relationships on a daily basis by telephone, e-mail and regular face to face visits.
- Independently manage multiple tasks and assigned projects while respecting the deadlines and simultaneously ensuring the integrity of all information and data.
- Schedule, plan and organize the mobilization and demobilization of QC Engineers, QC Inspectors, Safety Officers, Work Permit Receivers and other related manpower.
- Monitor the status of on-going projects and the whereabouts of personnel; liaise with clients' Quality Control to monitor the actual work accomplishments as against service requirements until project closing.
- Approve quotations, cash advances and expense reports of engineers/inspectors.
- Provide financial information and deducing the repercussions for business performance and funding needs.
- Communicate and provides information internally and externally to assist and enable administrative support and effective service to the concerned sections and employees.
- Ensure that all department's documentations issued are always current, relevant and appropriate in compliance to Quality Management System (QMS) and company policy.
- Assist the organization in keeping operations, manpower, and labor budgets within established operating plan and standards.
- Consistently log and maintain employees' medical record, passport, attendance, timesheet, invoice, cash advance, payslip, air-ticket, food allowance & vacation tracking records.
- Meeting facilitation including composing agenda, taking the Minutes of Meeting (MOM) and circulate in a promptly manner.
- Provide business documentation support, including report writing, presentation creation and spreadsheet and distribute them if deemed necessary.

- Take full responsibility for the review and submission of employees' CV to the clients as part of project proposals.
- Compile reports as directed and ensure that all files are complete and properly maintained.
- Check office as well as company accommodation's appliances and equipment to ensure they are in good working condition.
- Provide immediate report of any safety hazards, injuries, maintenance problem, or accidents to Safety Department.
- Perform office manager and other secretarial jobs as requested by the General Manager.

VENDOR INSPECTION COORDINATOR

Al-Mutawa Samyong NDT Company Limited
 Al-Khobar, Kingdom of Saudi Arabia
 Dec. 17, 2011 to July 14, 2019

Duties and Responsibilities:

- Plan and organize the mobilization and demobilization of engineers, inspectors, vehicles, machinery and equipment, tools, materials and supplies.
- Communicate the requirements of personnel to clients to minimize downtimes or prevent unnecessary delays in projects.
- Filter and disseminate of incoming and outgoing Inspection Department's e-mail correspondence; posting of relevant information, instructions and deployment of inspector assignment to inspector's dedicated e-mail address and inspectors mail rack.
- Secure all necessary and appropriate inspection documents such as Inspection Test Plan and Inspection Assignment Package prior to inspection activities.
- Sending of Inspection documents to the assigned Inspectors and give them instructions to ensure completeness and accuracy prior inspection assignment.
- Organize inspection department filing system and ensure traceability of all correspondences according to purchase orders, projects, clients and manufacturers.
- Inform both client and manufacturer any abrupt changes in the schedules due to overlap and resolving issues affecting the timely execution of duties.
- Provide secretarial jobs to Department Manager.

- Assist in the inventory of office equipment, consumables, materials and tools of inspectors including assigned vehicles.
- Arrange travel and accommodation or hotel of inspectors either out-of-kingdom or in-kingdom inspection assignments.
- Attend and participate in the regular departmental meetings and provide minutes or report whenever necessary.
- Act as Internal Auditor of the company assisting the Quality Management Representative during departmental audits.
- Plan and ensure the proper allocation of resources to meet the division's requirements, objectives and targets.
- Perform service satisfaction surveys with clients.
- Ensure the maintenance of good housekeeping and safety in workstation and entire department.

ADMINISTRATIVE STAFF / HUMAN RESOURCE STAFF

United Steel Technology International Corp.

Trece Martires City, Cavite, Philippines

Feb. 7, 2009 – Feb. 3, 2011

Duties and Responsibilities:

- Serve as principal source of information for the department.
- Greet clients, visitors and guests when they enter the company, provide useful information, and tour them in the production area if requested.
- Advice and assist members of management or employees on matters pertaining to counselling, performance reviews, compensation, benefits, grievances, corrective guidance, terminations, resolutions of work related employee personal problems and other related administrative matters.
- Perform tasks on payrolls, employee relations, and employee services matters ensuring that policies are properly interpreted and executed.
- Meeting facilitation including minute taking, composing agenda and circulated the MOM in a promptly manner.
- Composition, editing and review of confidential correspondence.
- Maintain a confidential filing system for employee files, statistical information, standard operating policies, regulations, employment applications and training records in accordance to the company policy.

- Filing of statistical information, reports and presentations.
- Assist in implementing new employee relations policies and programs to facilitate workforce response consistent with policy intent.
- Perform secretarial job as requested by immediate superior.
- Attend Job Fair related to job opening of the company.
- Work with Accounting Team to support plan design, development and execution of total rewards program for the company.
- Create ID cards and nametags for newly-hired and existing employees.
- Lead the inductions of new employees and ad-hoc as required.

OFFICE STAFF

House Research Development (S) Pte. Ltd.
 EPZA, Rosario, Cavite, Philippines
 April 26, 2008 to Sep. 20, 2008

Duties and Responsibilities:

- Carry out all the filing of house plans based on the international standards, specifications and requirements.
- Design furniture and interior decorations as per the plan.
- Attend weekly meeting for company and product updates.

TEAM MEMBER

House Technology Industries, Pte. Ltd.
 EPZA, Rosario, Cavite, Philippines
 November 6, 2007 – April 6, 2008

Duties and Responsibilities:

- File and monitor the daily Job Orders and ensures of the timely production output.
- In-charge in the monitoring and safekeeping of Personnel Protective Equipment (PPE) of co-members in Production Area.
- Order repairs for unsafe and/or damaged equipment.
- Participate in continuing education to update knowledge of health and safety protocols and techniques.
- Determine whether the finished product is safe for customers.
- Share information, suggestions, and observations with project leadership to create consistency in safety standards throughout the production team and the entire company.

STOCKMAN / STOCK CONTROLLER

Rusty Lopez Enterprises, Inc.
Santiago City, Isabela, Philippines
January 01, 2006 – March 31, 2007

Duties and Responsibilities:

- Monitor and conduct the inventory of merchandise, equipment and supplies.
- Conduct daily record of merchandise sold.
- Check and maintained proper arrangement of stocks in the stockroom as well as in selling area.
- Coordinate to other branches regarding product development and promotion.
- Greet and receive customers in a welcoming manner.
- Drive sales through engagement of customers, suggestive selling, and sharing product knowledge.
- Serve customers by helping them select products.
- Respond to customers' questions.
- Direct customers by escorting them to racks and counters.
- Consistently provide outstanding customer service.

CHARACTER REFERENCES

1. Mr. Riyas Ahmed (Client)

Delta Support Services
Jubail, Kingdom of Saudi Arabia
Mobile # +966558002580

2. Mr. Glenn F. Vanguardia (Department Manager)

Al-Mutawa Samyong NDT Co. Ltd.
Al-Khobar, Kingdom of Saudi Arabia
Mobile # +966500457756

3. Mrs. Carmelita C. Sadang (Ret. College Professor)

Isabela State University
Echague, Isabela, Philippines
+639335238518

I hereby certify that the above information is true and correct to the best of my knowledge and beliefs.


Charlie A. Fernando
Applicant