

NINO REY ILAW

Project Technical Assistant/ Admin/HR Executive

Equipped with wide-ranging experience in Document Management. Employs excellent leadership skills and Multi-tasking strengths. Demonstrated ability to Improve documentation, site procedure and Operations, and cost control.



+971 56 766 1472

Al Qassimiya, **Sharjah UAE**

SKYPE ID: Ahmadyonis420

onin1620@gmail.com

SKILLS HIGHLIGHT:

- Knowledgeable in MS Office applications: **(MS Word, PowerPoint, Excel (VLOOKUP, PVOT TABLE,))**
- Excellent written and verbal communications skills
- Experience planning, coordinating, and facilitating physical meetings
- Extremely organized and attentive to details
- Comfortable performing a variety of roles, including HR support, accounts & payroll support, front desk reception, personal assistant.

Other Skills

- Results-oriented, Business development
- Effective marketing
- Organizational capacity and operability and commitment
- Ability to motivate and maintain good relations
- Resistance to stress and respect to all senior staff

WORK EXPERIENCE

HR/Admin Executive

Prolab Digital LLC

January 11, 2021 – August 30, 2021,

Al Quoz, Dubai UAE

- Assume the role as the primary point of contact between the executives and internal/external clients
- Maintain a daily electronic journal, arrange meetings and appointments, and provide reminders as needed; maintain a master corporate calendar of all conferences, all-hands events, holidays, and vacations
- Handle requests, feedback, and queries quickly and professionally
- Take dictation and meeting minutes, accurately enter notes, and distribute
- Maintain strong relationships with vendors and keep price data to get the best pricing on supplies and services
- Produce professional-quality reports, presentations, and briefs
- Develop and carry out an efficient documentation and filing system for both paper and electronic records
- Delegate tasks as appropriate to other members of the team
- Record keeping in an organized manner for both hard and soft copies of files. Must be able to find documents quickly when required.
- Arranging meetings on Teams and Zoom as well as occasionally in the office.
- Provide support to the Chairman and CEO in their daily administrative needs including managing flight/ground transportation, global visa applications and hotel booking,

HR/Admin Executive cum Personal Secretary to Managing Director

Al Hajry Overseas Co.

October 20, 2017 – November 25, 2020

Khobar, Saudi Arabia

- ✚ OVER-ALL (All Project under Government and Private clients)
- Acts as front liner of the company.
- Responsible for Over-all Controlling of documents for all projects in close coordination with the Engineers and Admin Managers.
- Monitors and coordinates accounting activities as appropriate and prepares internal reports for management; participates in budget planning and management, as required. Coordinate to head office to all-important document need to be sign of project managers.
- Coordinate for any transaction between the Consultant and Client/Contractor and vice versa.
- Monitor of records and documentation procedures for all project related concern
- Process the vacation leave and sick leave the entire employee and send to head office.
- Received and transmit all documents to Strukton and Samsung such as drawings, technical bid evaluation, IPC, Technical Queries, Monthly reports, Weekly report, Letters, Transmittal such as Procedures, Inspection reports, Pre-Inspection Meetings.
- Answer email (50/100 mails/day), Phone-in and walk-in queries from different Organizations, Clients, and site manpower etc...
- Prepare Quotation Summary and Commercial Offer and follow up the process to get the deal closure

PROJECTS

- ✓ Riyadh Metro - 3B2 Western Station & Line 4,5,6 – (48M USD)
Client: Salinilmpregilo, Samsung C&T, Strukton & FCC On-going
- ✓ Riyadh Solar Panel – LPS Project (25M USD)
Client: Sumsung C&T Completed
- ✓ Al Hugayet Tower, Khobar (SR 345 million)
Client: Al Hugayet Completed
- ✓ KFUPM- King Fahad University Business Park, Al Khobar (SR 1.5 billion)
Client: DTVC On-going

Executive Assistant to VP HR and Admin Manager

Arabian Pipes Company

November 23, 2014 – November 26, 2016,

Riyadh, KSA

- Arrange the Hotel for VIP Guest and some other functions (egs; Board of Directors Meeting, Executive Meeting, Internal Meeting Etc.)
- Serves as a primary point of direct administrative contact and liaison with other offices, individuals, and external institutions and agencies on a range of specified issues; organizes and facilitates meetings, conferences, and other special events, as required.
- Arrange Business Class air for Business Meeting and check the hotel and food for their entire stay.
- Arrange the vehicle for their arrival in the kingdom from business trip and make sure the driver is on time.
- Provides confidential secretarial and administrative support for the principal executive or executives, to include managing the schedule/calendar, making travel arrangements, screening, and handling telephone communications, greeting, and directing visitors, and dealing with administrative problems and inquiries as appropriate.
- Composes and prepares written documentation and correspondence for the office; screens and evaluates incoming and outgoing correspondence and prepares responses as appropriate.
- Coordinates and oversees the day-to-day management of supplies, equipment, and facilities for the organization, as appropriate, to include maintenance, inventory management, logistics, security, and related activities
- Take a Minute of meeting and arranged the meeting room and essential documents need in the meeting.
- Always check their activity and remind them


HR/Admin Coordinator

GOGAS Gulf Oil and Gas LLC
April 15, 2006 – June 25, 2014

Musaffah, Abu Dhabi

- Arranging domestic and international travel, arrangements and preparation of itineraries and insurance documentation for local management team including weekly movements schedule.
- Preparing and amending where necessary HR documents, i.e., Applying and monitoring medical insurance.
- Consulting with the employer and identifying employment needs
- Reviewing and renewing company policies and legal compliance
- Organizing and maintaining employee files and records and information in a secure, useful, and easily retrievable manner.
- Processing new visa application and visa renewals.
- Being the first point of contact for employees on any HR related queries
- Assisting with payroll by providing the department with relevant employee information, i.e., holiday and sick days taken
- Scanning, uploading of Passports & updating - New Labor Cards - New Emirates ID Cards, New Labour Contracts, and new Residence Visa – Medical Report – Photo – Certificates etc.
- Responsible in typing correspondence, reports and other documents related to Engineer's and laborers. Keeping all the confidential files accordingly.
- Responsible in processing security clearance for offshore, Travel card and medical for ADMA clearance same with ADGAS and ZADCO Travel pass.
- Updating Engineers in DAS Island Project and Borouge and Zirku Project accordingly.
- Monitor the expiration of travel card and security pass of all laborers to avoid the delay of work. Make a booking for laborer for ADMA HSE Induction as per application standard requirements in ADMA and ADGAS.
- Monitors and coordinates accounting activities as appropriate and prepares internal reports for management; participates in budget planning and management, as required.

Languages

English	
Arabic	
Tagalog	
Persian	

Formal Qualification

Bachelor of Science in Business Administration Major in Management

Colegio de San Juan de Letran

Muralla St. Intramuros Manila, PHILIPPINES

Graduated (1999-2003)

Personal Information

Place of Birth : Manila, Philippines
Date of Birth : August 11, 1980
Civil Status : Single
Nationality : Filipino

Character Reference

~Available Upon Request~