

## FRITZ JUN TOME LEGUIP

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## OBJECTIVE

To be able to work in a company that will give intensive development of my potentials in the professional act as well as orient me with new information and trainings as part of continuing education.

Work in a company noted with competence, responsibility, and excellent services, benefit from hard work, industry and dedication to work as well as to expand, my professional career and explore more of my capabilities as a person.

## EDUCATION

- RODECH International Services Inc.  
2021-2022  
International Diploma on Occupational Safety, Health & Environment  
Diploma
- John B. Lacson Maritime University  
2010-2011  
Bachelor of Science in Marine Transportation
- St. Therese MTC College  
2011-2013  
Bachelor of Science in Marine Transportation

## SKILLS

MS Word  
MS Excel  
MS PowerPoint  
MS Outlook  
SAP System

## EXPERIENCE

### SAUDIARAMCO

(Northern Area Oil Drilling Department, Exploration Drilling Department & Exploration Drilling Engineering Department)

Administrative Secretary  
(April 2016-May 2022)

- Responsible for providing a wide range of professional administrative support, such as preparation of correspondence and spreadsheets.
- Calendar management/time management.
- Presentation creation and modification via PowerPoint.
- Conference room scheduling.
- Perform general administrative tasks including mail, record and file maintenance, travel coordination, expense report preparation, procurement, etc.
- Responsible for managing and maintaining their documentation system.
- Prepared reports using various Excel.
- Responsible for the maintenance of office equipment.
- Procurement of office supplies, managing, and maintaining inventory.
- Recorded and prepared minutes for a wide variety of meetings.
- Process expense reports, invoices and work with accounts payable to ensure invoices are paid in a timely manner.

- Maintained bookkeeping, copy, scan & store documents through Aramco filling system.
- Prepared well materials tracking report for reconciliation.
- Managed the process around documentation & maintained confidentiality.
- Scheduled and arranged team meetings.
- Organized travel itineraries and visa/passport applications.
- Compilation of statistical information, reports and presentations.
- Created schedule for the work force.
- Created manifest and documents through SAP system.
- Responsible for requesting leave requests.

## TRAININGS AND CERTIFICATIONS

- Diploma in International Diploma in Occupational Safety, Health and Environment for Construction, Petrochemical, Oil and Gas Industry)
- Certificate of Authenticity from International Board of Environmental Health and Safety (IBOESH USA)
- Registered Safety Officer License from International Board of Environmental Health and Safety (IBOEH USA)
- Orientation to Drilling Operations  
Saudi Aramco
- Secretary Administrative Workshop  
Saudi Aramco

### Additional Certificates:

- Certificate of Oil and Gas Exploration and Drilling Operation
- Certified Permit Issuer
- Certificate Standard First Aid, CPR and AED
- Certified Safety Inspector
- Certificate of RIGPASS Onshore and Offshore Endorsement
- Certificate of H2S Specialist/Authorized Gas Tester
- Certificate on FPSO and OIL RIG SAFETY ASSESSOR
- Certificate on Fire Safety Management
- Certificate of Registered Safety Officer (RSO)
- Certificate of Course Completion in US OSHA 10-Hrs General Safety
- Certificate of Course Completion in US OSHA 30-Hrs Construction Safety and Health
- Certificate on Loss Control Management for Safety Professional
- Certificate of Attendance in ISO 45001:2018 AWARENESS
- Certificate on Risk Assessment I (BASIC HIRAC)
- Certificate on Risk Assessment II (Management Level)

## REFERENCES

Hussain Q. Al-Akbar – Saudi Aramco  
 Superintendent  
 Northern Area Workover Department  
 +966 13 862-8185 / +966 53 500 2283

Chantel Harmse - Saudi Aramco  
 Drilling Technical Department Secretary  
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 Dispatcher-Marine Department  
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