

Doren Taoto Amor

1st. Street Dammam Tower, Dammam

KSA, Saudi Arabia

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Email Add: amordoren@gmail.com

Availability: I can start for work as soon as possible.



PERSONAL DATA

Date of Birth: May 27, 1963

Gender: Male

Civil Status: Married

Height: 168 cm

Weight: 78 kg

Nationality: Filipino

Religion:

WORK EXPERIENCE:

- Company:** SAUDI TECHNICAL LIMITED GRP. OF CO. (TMF)
Position: Administrative Assistant
Duration: May 2010 - Present
Company Industry: Automatic Water Meter Industry.
Location: Dammam, K.S.A.

Job Description:

- ❖ Handle and coordinate daily activities.
- ❖ Ensure file organization based on office protocol.
- ❖ **Provide ad hoc support around office as needed.**
- ❖ Ensure all task given are properly executed.

- Company:** C.a.T.-Man Ent.
Position: MATERIAL CONTROLLER/STOREKEEPER
Duration: October 2007 – February 2010
Company Industry: Construction/ Building Industry
Location: Pearl Qatar
Country: Doha Qatar
Department: Administrative Dept.

Job Description:

- ❖ Basic Storekeeping in electromechanical material.
- ❖ Ensure all materials are properly arrange.
- ❖ Proper checking, receiving disposing of materials being requested
- ❖ Conduct weekly and monthly inventory or as per company request.

- Company:** Identic International Corporation
Position: Recruiting Officer (Department: Human Resource)
Duration: June – 1998- August 2007
Company Industry: Office Supply and Equipment
Location Binondo, Manila, Philippines.

Job Description:

- ❖ Identifies hiring need.
- ❖ Works with the (HR. Manager) to prepare the job description and approval are met at the department level. Consultation and assistance during the recruitment process.
- ❖ Posts recruitment on selected job. Provides diversity profile data or Item availability. Reviews and recommend for approved the qualified applicant. Conduct orientations for successful applicant

HIGHEST EDUCATIONAL LEVEL:

Education Level: Bachelor's / College Degree
Education Field: Paramedical
Course: RADIOLOGIC TECHNOLOGY
School/University: Ortanez University
Location: Quezon City Philippines

TRAINING AND SEMINARS:

Date Topic/Course Title
Aug. 1,2008- Aug 3, 2008 / Basic safety training / C.A.T.and Man ent. / Pearl Qatar , doha
Jun 1, 1999- Jun 7, 1999 / Basic emergency medical team / Phil Red Cross / Quezon city hall Philippines

AVAILABLE DOCUMENTS:

Passport number: P5419875B
Place of Issue: Phil. Embassy, Riyadh
Date of Issue: Aug. 19, 2020
Date of Expire: Aug. 18, 2030

REFERENCES:

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I hereby declare that all the information and facts furnished above are true and correct to the best of my knowledge and belief.

Mr. Doren T. Amor