

MR. RADINO ANDINO VILLALOBOS

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OBJECTIVES

- ❖ *To obtain a position that will enable me to use my strong organizational skills, educational background, work experienced, interest, and ability to work well with people.*

EMPLOYMENT HISTORY (RECENT TO PREVIOUS)

1) SECRETARY, January 3, 2021 to May 6, 2021

RASHED A. AL-RASHED & SONS COMPANY

Dammam 2nd Industrial City, Dammam, Kingdom of Saudi Arabia

Job Description:

- Assisting and supporting the HR & Administration Manager and other office personnel.
- Updating and monitoring Manager's meetings and appointments.
- Attending and preparing the minutes of meetings.
- Answer and respond to incoming calls, take reliable messages, and route to staff.
- Organize and compile materials for new employee orientation.
- Develop and maintain recruiting materials and displays.
- Responsible for online application process, including verifying completeness of files, sending acknowledgement e-mail, and notifying those not selected and selected for employment.
- Drafting, making, and editing letters and memos for executive and other office personnel.
- Responsible for the timely, quality & compliance checks on documents, accurate checking and efficient preparation of documents before the signature of the HR Manager.

2) EXECUTIVE SECRETARY, December 14, 2015 to December 13, 2020

EASTERN INDUSTRIAL COMPANY (EICO)

Jubail, Kingdom of Saudi Arabia

Job Description:

- Assisting and supporting the President & CEO and Management Team.
- Assistant to Board Secretary.
- Handling confidential electronic and hard copy files.
- Responsible for incoming / outgoing faxes, memos, mail and correspondence and other documents and sorting out according to importance.
- Placing, answering and routing telephone calls.
- Performs clerical duties such as filing, typing, and copying documents.
- Updating and monitoring President and CEO's meetings and appointments.
- Preparing report and presentations for Executive & Management Meeting and Board of Directors Meeting.
- Preparing Minutes of Meeting of all executive meetings.
- Arranging hotel, plane ticket and land transportation for Executive business trip and employees' vacation and exit.

3) EXECUTIVE SECRETARY, November 17, 2011 to October 30, 2015

GAS ARABIAN SERVICES COMPANY LTD.

Jubail, Kingdom of Saudi Arabia

PROJECT ASSIGNMENT:

3.1 MARAFIQ SAUR OPERATION AND MAINTENANCE COMPANY (MaSa)

January 31, 2012 to October 30, 2015

Jubail Industrial City

Jubail, Kingdom of Saudi Arabia

Position: EXECUTIVE SECRETARY

Job Description:

- Assisting and supporting the Executive General Manager.
- Assistant to Board Secretary.
- Handling confidential electronic and hard copy files.
- Responsible for incoming / outgoing faxes, memos, mail and correspondence and other documents and sorting out according to importance.
- Placing, answering and routing telephone calls.
- Performs clerical duties such as filing, typing, and copying documents.
- Updating and monitoring EGM's meetings and appointments.
- Preparing report and presentations for Executive & Management Meeting, Steering Committee Meeting and Board of Directors Meeting.
- Preparing Minutes of Meeting of all executive meetings.
- Communicating thru email and telephone to the Clients.
- Arranging hotel and transportation for Executive business trip.

4) SECRETARY, December 4, 2005 to September 8, 2011

SALMAN A. AL-DUHAIM SONS COMPANY

Jubail, Kingdom of Saudi Arabia

PROJECT ASSIGNMENT:

4.1 SAUDI ARABIA FERTILIZER COMPANY (SAFCO), June 8, 2008 to April 11, 2011

Jubail Industrial City

Jubail, Kingdom of Saudi Arabia

Position: SECRETARY

4.2 PETROKEMYA, December 5, 2007 to June 7, 2008

Jubail Industrial City

Jubail, Kingdom of Saudi Arabia

Position: SECRETARY (Reliever)

4.3 JGC ARABIA LTD – JCP PROJECT, March 6, 2006 to December 4, 2007

P.O. Box 2389 Jubail Industrial City

Jubail, Kingdom of Saudi Arabia

Position: SECRETARY

4.4 SAUDI ARABIA FERTILIZER COMPANY (SAFCO), December 19, 2005 to March 4, 2006

Jubail Industrial City

Jubail, Kingdom of Saudi Arabia

Position: SECRETARY (Reliever)

5) PROJECT SECRETARY, November 6, 2004 to March 13, 2005

MIDMAC CONTRACTING CO. W.L.L.

Doha, Qatar

Name of Project: QIPCO TWIN TOWERS, West Bay, Doha, Qatar

Job Description:

- Assisting and supporting the Project Manager and other office Staff.
- Placing, answering and routing telephone calls.
- Scanning and circulating documents to other functional departments.
- Attending and preparing the minutes of meetings.
- Scheduling appointments and handling follow-up and reminders.
- Handling employees' Records and Files.
- Filing the documents, invoices, timesheets, and other related important documents and correspondence.
- Operating office equipments: computer, fax machine, photo machine, scanner, and many more.
- Sorting the mail according to importance like bills and statements, correspondence, direct and junk mail.

6) SECRETARY, May 2004 to August 2004

SAUDI HILLS – Operation/Maintenance/Contracting/Industrial/Electronics

Jubail, Kingdom of Saudi Arabia

Job Description:

- Assisting and supporting the General Manager and other office Staff.
- Placing, answering and routing telephone calls.
- Attending and preparing the minutes of meeting.
- Works with all functional departments.
- Drafting, making, and editing letters and memos for executive and other office personnel.
- Scheduling appointments and accompanying the manager to business meetings and handling follow-up reminders.
- Working with clients through various means: telephone, mail, personal visits, and inquiries.

7) COLLEGE INSTRUCTOR , June 1996 to June 2001

IMMACULATE CONCEPTION COLLEGE - Recoletos

Balayan, Batangas, Philippines

Job Description:

- Subject instructor
- Class adviser
- Commerce department adviser
- Responsible in giving training to the graduating students before they designate into off-campus practicum.
- Theology Department Adviser

Subjects handled:

- Business Management
- Social Sciences/Sociology
- Education (Teaching Strategy)
- Theology

SEMINAR / TRAINING ATTENDED

PROVINCIAL CONGRESS

January 10-12, 1997

Augustinian Recollect Sisters Crusaders, Immaculate Conception College, Balayan, Batangas, Philippines

UPDATED LECTURES ON MISSION STUDIES

May 3-7, 1999

Maryhill School of Theology, 13th St., corner Gilmore Avenue, 1112 Quezon City, Philippines

FUNDAMENTAL CAREER SCHOOL

March 9-22, 2002

New York Life (Philippines) Inc., Emerald Avenue, Ortigas Center, Pasig City, Philippines

CAREER ADVANCEMENT FOR SECRETARIES

October 30, 2003

The Hary Pound Company, 17th Floor, Legaspi Tower, Roxas Boulevard, Malate, Manila, Philippines

SHORT TERM COURSE FOR COMPUTER AND APPLICATIONS

November 3-11, 2003

KIM HAROLD Computer and Technical School, Nasugbu, Batangas, Philippines

TRADE TEST FOR SECRETARY

August 31, 2005

Phil-Asia Trade Test and Training Center, 2389 Tejeron Street, Sta. Ana, Manila, Philippines

TECHNICAL TRAINING ON "SSRS ver. 7.5 Session"

March 15, 2010

SAFCO-SABIC, Jubail Industrial City, Jubail, Kingdom of Saudi Arabia

TECHNICAL TRAINING ON "OTRS – Users Awareness Session & Presentation"

May 3, 2010

SAFCO-SABIC, Jubail Industrial City, Jubail, Kingdom of Saudi Arabia

EDUCATION

COLLEGE:

BACHELOR OF SCIENCE IN COMMERCE

Major in Management - SY 1991-1996

Immaculate Conception College (Recoletos), Balayan, Batangas, Philippines

❖ 18 units earned (Bachelor of Secondary Education)

Immaculate Conception College, Balayan, Batangas, Philippines

❖ 9 units earned, SY 1999 – Summer Class (Master of Arts in Business Administration)

University of Batangas, Batangas City, Philippines

❖ 18 units earned - SY 1999 – 2001 (Master of Arts in Educational Management)

St. Joseph College, Cavite City, Philippines

AWARD RECEIVED :

Special Talent Award

PERSONAL DATA

DATE OF BIRTH : October 19, 1973
AGE : 47 years old
WEIGHT : 90 kgs
HEIGHT : 5' 8"
CIVIL STATUS : Married
CITIZENSHIP : Filipino
RELIGION : Christian Catholic
LANGUAGES : Tagalog, English
SPECIAL TALENT : Script/Novel/Poem Writing
IQAMA : **TRANSFERABLE**

I certify that the foregoing information is correct and complete to the best of my knowledge.

MR. RADINO ANDINO-VILLALOBOS