**MERWIN JOHN P. DELOS TRINO**

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Saudi Aramco ID #: **8961022**

Highly accomplished, passionate, and motivated with 11 years and 7 months of experienced in project clerical support. Eager to take further new work challenge to assist and support with QA/QC, Engineering, and Construction Managers in all activities relevant to the proper Filling and Traceability of all Documents, ensuring and maintaining records of the correct application of the relevant project Software Database system, interfacing construction, fabrication, installation and erection contractors in completion of the projects.

**QUALIFICATIONS:**

• Knowledge in **SAP**, **ERP** Saudi Aramco system and **Oracle** system process.

• Capability to perform **EDMS** system by accurately monitoring and tracking the

status of technical document information

• Project experienced Involve in Construction, Drilling, Engineering, and Maintenance documentation activities

• Excellent skills in Analyzing, Organizing, and Implementing of the document

management process to anticipate the document availability and traceability.

• Deep understanding in supporting the administrative clerk needs of high-level

executives and management

• Proficient command in MS Word & Excel with **30-50 wpm in high accuracy**

**EMPLOYMENT HISTORY**

**Administrative Secretary -** October 2015 to August 2020

Al-Mashariq Trading and Contracting Company, Saudi Arabia

Duties and Responsibilities:

* Successfully administered all activities relevant to documentation management process to support and meet the needs within construction, engineering, HSE, Quality Control Department and administration for both Clients, Company and Subcontractor
* Performed in creating, preparing and distribution of correspondence/letter and technical documents to client and subcontractor in accordance with company procedure as appropriate
* Managed uploading and download Project Templates, Vendor and Contractual Documentation into the system provided in the project
* Handled storing, controlling, update and distribute the latest available issue of all project correspondence documents including Client, Company and Subcontractor.
* Maintained and ensuring all correspondence and other documents received from Client and Subcontractor sources are checked for completeness and acknowledgment.
* Registered and record the title, number, revision status and other appropriate document related information, through EDMS and Company based system, all project related correspondence and procedural documents including Client.
* Delivered and facilitated Procurement task to purchased materials for Substations and other relevant projects.
* Successfully performed Project Management Office (PMO) Assistant – *Office of the Vice President (VP)* administered to arrange and confirm meetings, appointments, book hotel and flight reservation with proper documentation of legal and non-legal company credentials.
* Attended and record weekly/Monthly minutes of meeting.
* Reviewed and verify received invoices for VP approval to support Audit and Finance Department.
* Effectively and proven Purchase Order skills in processing, including collections, distributions, coordination, receiving materials and deliverables through Oracle System.

**Executive Secretary,** May 2013 to May 2015

**United International Trading Co. Ltd.** Al-Khobar, KSA

Duties and Responsibilities:

* Successfully supported the administration needs of high-level executives and management
* Handled paper works like legal and non-legal paper documentation, monthly reports, management meetings, telephone calls, invoices, billing, employee timesheets, hotel booking/ travel reservations, emails, and even some personal related matters.
* Performed in Application of **Saudi Aramco ID’s** for Mud Engineers via SAP system.
* Monitored status for Saudi Aramco Car stickers - New and Renewal (Private and Company Cars)
* Processed on **Visa application** of all kinds, that includes coordination with Embassy’s Liaison Officers, payments etc..,
* Arranged **Air Tickets/flight schedules and booking** for all employees especially Mud Engineers every after hitch.
* Assisted new employees for **Gate Pass and temporary Access** entering Saudi Aramco premises to attend interviews, submission of invoices and collection of payment.
* Assisted account process by preparing **Timesheets** for all Mud Engineers and all office employees under OES payroll, distribution of checks and pending payments and other bills.

**Administrative Secretary** February 2010 to February 2013

**Segiua Contracting Company** Supplied in **SAUDI ARAMCO** – Dhahran, KSA

Drilling & Workover Services Department

Duties and Responsibilities:

* Provided administrative support and performs numerous duties including but not limited to Preparing Daily Attendance Log Sheet for Contractors and Saudi Aramco employees.
* well-trained in customer relations - handling both incoming and outgoing phone calls, including follow-ups
* Maintained and ensuring all correspondence and other documents received from Client and Subcontractor sources are checked for completeness and acknowledgment.
* Reviews and verify received release contractor/s Quotations and Timesheets.
* Registered and Maintained logs for incoming and out coming documents, Letters (Department, Division and Unit), Contract Release Purchase Orders (CRPO), Quotations, Timesheets, Invoices, service tickets, etc..,
* Performed Contractor’s applications with regards to drilling works like Extranet, ISSR, ESV’s, Morning Report, SMI applications, etc.
* Prepared timesheets for both Contractors and Saudi Aramco employees.
* Maintained Daily logbook monitoring for both contractor and Aramco employees.
* Acted Division Secretary in the absence of current secretary.
* Troubleshooted printer connection and other office equipment.
* Monitored stationary supplies and preparing request as needed.
* Tracked Manpower updates for deployment.
* Ensured monitoring 100+ Contractors List Update.
* Attended meeting - Contractors and Proponent department for the minutes of meeting.

**Administrative Clerk -** August 4, 2008 – June 2010

**(Engineering and Maintenance Department)**

**Al - Hada Armed Forces Military Hospital, Saudi Arabia**

Duties and Responsibilities:

* Delivered Front Desk Receptionist task and gathered all the information needed by the patient/’s and hospital staff dealing all medical and non-medical services.
* Handled all telephone calls taking the request containing all services needed to be executed with 100%quality healthcare services.
* Prepared Work Order Copy listed all the medical and non-medical request of all hospital staff.
* Maintained filing system and assisted all office works activities.

**Medical Transcriptionist -** September 2007 – August 2008

**South Transcription Unlimited Inc.,** Philippines

Duties and Responsibilities:

* Receiving converted audio files (dictation) of the doctor containing all the medical records of the patient. These include all the patient’s personal information as well as the hospital/clinic record as needed for completion of the job.
* Prepared proper templates in each different dictation and depend upon the request of the dictator’s base on the requested procedures.
* Transcribed audio tape recorded dictations with the standard style and format as per the request of the dictator also editing and proof-reading files ensuring that the said dictations were all accurate and information suits all together.

**EDUCATION BACKGROUND**

Computer Engineering Technology 2001 – 2003

Technological University of the Philippines (Cavite Campus)

**Medical Transcription Technology (Vocational) -** June 2006 – April 2007

University of Perpetual Help (Molino), Philippines

**CONTACT PERSONS:**

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