

To the Kind Attention of HR & Administration Manager

Subject: **Employment Application**

Dear Sir/Madam,

I would like to take this opportunity to send my CV/Resume for possible employment to your esteemed organization. Briefly, I have outlined my top qualifications from my working experiences.

- **Administration/Accounting Officer** – Alpha Sky DMCC Dubai, UAE
- **Sales & Marketing Executive / ISO QMS Administrator** – Sendan International FZCO Dubai, UAE
- **Sales & Marketing Support Executive** – MS Al-Suwaidi Fluid Solutions Co. Saudi Arabia
- **Marketing & Business Development Officer** - MS Al-Suwaidi Trading Co. Saudi Arabia
- **ISO QMS Auditor Officer** - MS Al-Suwaidi Trading Co. Saudi Arabia
- **Executive Secretary/Assistant** - MS Al-Suwaidi Trading Co. Saudi Arabia
- **EDP/Document Controller**- MS Al-Suwaidi Trading Co. Saudi Arabia
- **General Accountant** – Phil. Retirement Inc. Philippines
- **Treasury Officer** – First Quadrant Philippines
- **Audit Officer / Accounting Supervisor** – Newport Fashion Circle Corp. Philippines
- **Bookkeeper** – Orient Bank under Phil. Deposit Insurance Corp. Philippines

I strongly believe that my experiences make me qualified to work with our team. Comprehensive details are provided in my resume. I look forward to an interview and may be contacted.

I am currently employed in Dubai, UAE. My existing working visa is transferable and I can start immediately. I already completed the Covid19 vaccination. Looking forward to hearing from you.

Thank you for your time and consideration.

Yours sincerely,
SANTOS, GILBERT dela cruz
gilbertsantos0220@gmail.com
UAE No. +971 58 591 8691 (whatsapp and call)
Phil. No. Whatsapp +639664713860

CURRICULUM VITAE

Gilbert Dela Cruz Santos

314 Al Bafta Grand Deira Building, Al Rigga, Dubai UAE

Email: gilbertsantos0220@gmail.com

UAE 📞 : +971 58 591 8691 📞 : +63 966 471 3860 (whatsapp)

Indeed Resume: <https://my.indeed.com/p/gilberts-0bzw9do>

Linkedin Resume: <https://www.linkedin.com/in/gilbert-santos-51504835>



**UAE Visa transferrable – Employment Visa
Can start immediately**

CORE SKILLS	<ul style="list-style-type: none"> • Sales Support Management • Sales Order Accounting Management (via TALLY) • Administration • Marketing & Research • Business Development • Vendor Development • B2B Bid Proposal • C-Suite Executive Assistance and Secretarial • Document Control (Office and Project Management) • Office Management • ISO 9001 2015 QMS Management • Human Resources Recruitment and Selection • Bookkeeping & Treasury • General Accounting & HR Payroll • Auditing
EDUCATION	<p>1994 – 1998 BALIUAG UNIVERSITY (previously Colleges), Baliuag, Bulacan</p> <p>BACHELOR OF SCIENCE IN ACCOUNTANCY</p> <ul style="list-style-type: none"> • Full Scholar – Commission on Higher Education-PESFA SCHOLARSHIP FUND, Private Education Student Financial Assistance Program. (PESFA) • Dean’s Lister 1994 • Member, Junior Philippine Institute of Accountant • CPA Accounting Review School, Phil Review and Training Center • Grades - General Average of 1.71 equivalent to Very Good • Civil Service Professional Computer Assisted Exam – Professional 84.32% • Secondary Education Maguinao High School, San Rafael, Bulacan – 2nd Honor • Elementary Education Maguinao Elementary School, San Rafael
WORK EXPERIENCE	<p>ADMINISTRATIVE / ACCOUNTING OFFICER</p> <p>ALPHA SKY DMCC DUBAI Office No. 2202 Fortune Executive Tower Jumeirah Lake Tower Dubai United Arab Emirates PO Box 634324 January 2021 to May 2021</p> <p>Brief Job Description:</p> <ol style="list-style-type: none"> 1. Receive incoming LPO/PO sales order from sales department and recording it through TALLY program. 2. Recording sales order details which includes product code and pricing.

CURRICULUM VITAE

3. Preparing Delivery Notes and verifying item's availability in the warehouse and sending the verified delivery notes to warehouse for item preparation.
4. Receiving delivery notes from sales staff. Checking delivery notes whether duly stamped, signed and accepted by customers.
5. Preparing Sales Invoice and sending it out to sales for submission to clients.
6. Recording sales return (credit note) via Tally program.
7. Preparing sales quotation.
8. Handling office task, filing documents, generating reports, setting up meetings and office supplies management.
9. Developing and maintaining filing system.
10. Research and create business presentation.
11. Handling and management of multiple projects.

MARKETING / SALES EXECUTIVE cum ISO QMS ADMIN

SENDAN International Company FZCO

P.O. Box 18240 Dubai, Jebel Ali Free Zone Authority – Warehouse FZS1 AJ06

October 7, 2018 up to present

Brief Job Description:

1. Prepare marketing tool such as PQ PRESENTATION AND COMPANY PROFILE
2. Facilitate VENDOR PRODUCT REGISTRATION with clients and customer
3. Coordinate with Clients and Customers for project requirement
4. Receive and review RFQs and Enquiries from customers and prospect client for various valves product i.e. Butterfly Valves, Gate Valves, Air Release Valves etc. accessories and other mechanical equipment such as bolts and nuts, pumps etc.
5. Coordinate and follow-up with company Valves suppliers and principals
6. Close coordination and teamwork with the Sales Executive
7. Prepare sales offer and proposal to client as per the BID PROCEDURE and special instruction of the GM.
8. Preparation of Purchase Order to the Principal/Suppliers for the awarded projects.
9. Preparation of Technical Submittal to the client for specific project awarded which include collating all the required documentation necessary for Project Approval by the end-user.
10. Maintain and update document control regarding sales and marketing
11. Update Sales Register
12. Facilitate and maintaining ISO Quality Management System and Certification
13. Maintain company email and business correspondences

CUSTOMER SERVICE REPRESENTATIVE – CUSTOMER RETENTION SPECIALIST -

Sirius XM Account

Convergys Philippines – SM North EDSA Site

August 3, 2018 to October 5, 2018

Undergone English training for one month in preparation for the Call Center Operation.

Have taken the actual call simulation.

Actual call operation for two weeks taking care of the customer's enquiry and issues and giving them the right resolutions and suggestion on their product acquire.

SALES & MARKETING SUPPORT EXECUTIVE

/ BUSINESS DEVELOPMENT OFFICER / EXECUTIVE SECRETARY

MS Al Suwaidi Trading & Development Co., Ltd. / M.S. Al-Suwaidi Fluid Solutions

Al-Khobar, Kingdom of Saudi Arabia

CURRICULUM VITAE

January 2007 up to April 2018

Having the position of Business Development Officer and take a significant part in the Business Development reports and presentation. Mainly I was assigned to assist the General Manager to do business development programme and plans, execution and implementation.

I also passed the Lloyd's Register Quality Management System Course, two-day training for Quality Assurance Course at Holiday Inn Al Khobar Saudi Arabia. And become one of the Certified Quality Management System Auditor.

And my position was again elevated to Sales & Marketing Support Executive with the main function of assisting the Executive Management and the Sales & marketing Department. As a Sales & Marketing Support Executive, the following are my duties and responsibilities:

SALES & MARKETING SUPPORT EXECUTIVE

- 1) Assist in the preparation of Commercial and Technical Offer for various client especially preparation of Saudi Aramco Two-Sealed Bid in terms of collating the required attachment for the technical bid.
- 2) Completing Customer's registration form for Vendor Approval, Project Approval, and Update of Registration Records. This includes updating of GOSI, ZAKAT and Saudization Certificate.
- 3) Maintaining and monitoring Client's Online Portal such the Saudi Aramco portal, SABIC portal, MARAFIQ Portal. This includes coordinating with the clients contact person with regards the registration requirement and updates.

ARAMCO includes application of NEW PORTAL USER and REACTIVATION

1. Monitoring of RFQs
2. Creation of ASN (Advance Shipping Notification)
3. Creation of GCC (Goods Collection Confirmation) and uploading of MDD (Material Delivery Documents) and IRN Inspection Release Note)
4. Monitoring of Invoice in Aramco Portal
5. Monitoring & Updating of GOSI

SABIC

1. Monitoring of RFQs
 2. Uploading Techno Commercial BID/Offer
- 4) Maintaining SHI's Saudi Aramco portal which include issuance of ASN (Advance Shipping Notification), GCC (Good Collection Confirmation) and monitoring of invoice system for Account's information and monitoring.
 - 5) Maintaining and monitoring of the Corporate Email and making sure the on-time forwarding of the received enquiries and RFQ to the sales department.
 - 6) Gather market data and information in the external environment for developing new markets and identifying business opportunities and their agencies.
 - 7) Preparation of Marketing Business Analysis such as PESTLE Analysis, SWOT Analysis, Porter's Five Forces, Competitive Intelligence, GE McKinsey Analysis, Ansoff Matrix Analysis.
 - 8) Gather and provide business intelligence data for the Sales and Marketing Team.
 - 9) Support in developing market initiatives, analyzing business opportunities, consolidate gathered feasibility reports on the weekly and monthly strategy meetings.
 - 10) Sourced out information for project related business opportunities for the company in the various industrial sectors mainly in the Oil & Gas, Petrochemical, Power, Water, Infrastructure and Mining.
 - 11) Retrieving RFQ and Bid packages from client FTP sites, newspaper, magazines and newsletter.
 - 12) Provide Marketing Literature in Powerpoint Presentation, Company Pre-Qualification, Introduction Letters, etc.

CURRICULUM VITAE

- 13) Provide and submit Prequalification documents and pre-requisites as new vendor for prospective local and international clients (institutions like ARAMCO, SABIC, MARAFIQ, ROYAL COMMISSION etc, project and contracts)
- 14) Assist in identifying, acquiring and maintaining viable agencies and principals.
- 15) Tracking and selecting trade exhibitions, fairs and events, conference and seminars.
- 16) Designing and preparing company Prequalification documents and flyers. Drafting of promotional Advertisement in Newspaper and Business Directory
- 17) Maintain database records and information for the market and revenue activities of the company.
- 18) Providing materials and writings to external designer for preparation of Corporate Catalogue and maintaining website with the ISP.
- 19) Preparation of Financial Presentation which include summarization of the Month End Trial Balance in MS EXCEL. Financial Presentation which includes inputting of Profit and Loss, Revenue Analysis, AR/AP Report. Among others.
- 20) Preparation of Market Segmentation Analysis and Sales Review Analysis which include the monthly revenue performance and segmentation. Pipeline and Project Leads and Business Status as per RFQ Floated and Quoted.
- 21) Assist in the preparation of three-year business plan.

EXECUTIVE SECRETARY TO THE GENERAL MANAGER

Provide various administration assistance to the office of the General Manager particularly:

- 1) Accurate coordination and follow-up with the different department for the special tasks the GM's assigned.
- 2) Preparation of MR (material requisition) for various office needs for the GM's office i.e business card, office stationeries etc.
- 3) Preparation of Business Trip Application Form for GM's Official travel and arranged to have it signed by the proper signatories.
- 4) Preparation of Leave Application form for GM's annual leave, emergency leave, personal leave etc., and initiate in the JDEdwards program.
- 5) Processing of Visa application for UAE using the online GCC visa form.
- 6) Proper coordination for the meeting request with various clients, supplier and other key visitors.
- 7) Arrangement of the meeting schedule including meeting needs such as visual effects i.e Presentation Monitors, Telephone Access, Laptop etc. This also includes maintaining of GM's calendar and schedule as per advice from time to time.
- 8) Facilitating recruitment and selection process via conducting interviews with various discipline of engineering opportunities with the organization. This include sorting, qualifying and initial review of CV for the panel and final interview with the department heads. Also, setting up Skype and Online Interview and Teleconferences.
- 9) Ushering visitors and enabling the proper coordination for the visitor's pass.

Other:

1. Maintaining Central Storage System with the proper coordination with the IT department for any issues arising from the usage and maintaining of the storage folders.
2. Secretarial work for other Department Heads such as letter preparation, email correspondences.

EXECUTIVE ASSISTANT TO THE PRESIDENT CUM GENERAL ACCOUNTANT

Philippine Retirement Incorporated
Citibank Tower, Makati City Philippines

CURRICULUM VITAE

April 2006 – January 2007

Mainly doing the all general accounting function like record keeping, bank reconciliation, funding and budgeting and preparation of Government Reportorial Requirement for Taxes and Licenses. Also, assisting the President in his business presentation for the entire Working Committee. Assisting the Consortium Selling for Retirement Program.

TREASURY OFFICER HEAD OF DEPARTMENT

FIRST QUADRANT PHILIPPINES, INC.

Ortigas Avenue, San Juan, Metro Manila

April 2002 – March 2006

Tel#7234515

Sister company of Newport Fashion Circle Co., I was transferred and assigned as an Accounting Supervisor, preparing report and documents matters about BIR and Accounting functions. In next to no time become Treasury Operations Officer. Preparation of weekly incentive checks, bank coordination, and cashier supervision. I handle all customer service concern and complaint. Attend special concern and directly reporting to the Chairman of the Board. Close supervision of all Cashier and Customer Service.

AUDIT STAFF/ AUDIT OFFICER/ ACCOUNTING SUPERVISOR

NEWPORT FASHION CIRCLE CORPORATION

Araneta Center, Cubao, Quezon City

February 2000 - March 2002

Hired as Audit Staff and assigned to do field audit work. Examination of Sales invoices and delivery Receipt as to its authenticity and collaborate all audit finding to recommend some policy control on how to safe guard the asset particularly cash. Promoted as Audit Officer. As an Audit Officer, we conduct counter checking and surprise audit. Make recommendation for the betterment of Accounting and Operational Policy to ensure proper implementation of Set aside and recommended control policy. Later on, I become Accounting Supervisor, handling all accounting works like bookkeeping which includes disbursement and receipt, BIR concerns and other accounting functions like payroll, timekeeping and banking concerns such as funding and budgeting. I also perform the position Human Resource Position for Benefits and Compensation. Trainings and seminars to all employees concerning their benefits and privileges as employee

BOOKKEEPER/ACCOUNTING ASSISTANT

HORIZONS EAST-ASIA MERCANTILE

Bo. Kapitolyo, Pasig City

July 1999 – December 1999

Bookkeeper/Accounting Assistant – Responsible for the performance of all in-house accounting bookkeeping functions such as Sales Reconciliation, Bank Reconciliation, Sales Report Updating and Aging of Account Receivables. Maintaining general ledger report and inventory system and books of account such as Cash Receipt, Cash Disbursement, General Journal, General Ledger and AJE Journal. Also, preparation of government requirement report like VAT, SSS, HDMF, Withholding Tax at Source. Updating of Lapsing of Fixed Asset and maintaining the Payroll System. Preparation of Financial Status Analysis from previous month to current month and from this year to last year. Assisting in the outlet spot audit activity and checking of deposit slip against the daily sales report.

CURRICULUM VITAE

	<p>ACCOUNTING STAFF LAND BANK OF THE PHILIPPINES SERVICE CO. Salcedo Village, Makati City November 1998 - July 1999 Assigned at Phil. Deposit Insurance Co. for the receivership of closed bank – Orient Commercial Banking Co. as Accounting Staff. Processing of claims for the deposit insured by the bank to PDIC.</p>																								
<p>REFERENCES</p>	<ul style="list-style-type: none"> • Ramanathan Narendran – General Manager - +971 50 596 5002 • Sheikh Mujibur Rahaman – Marketing Director - +966 54 563 4510 • Krupa Hiridyaka – Sales Executive - +971 50 554 3329 • Afreman Simon – Senior Accountant - +971 55 975 4000 • Nemesio P. Viceral, Senior Contract Reviewer - simon.viceral@gmail.com 																								
<p>SUMMARY OF QUALIFICATIONS</p>	<ul style="list-style-type: none"> • Philippine passport holder • Status is Single • Can speak English fluently and professionally. • Hardworking, trustworthy, self-starter, service and result-oriented, Independent, sociable, • flexible and can do multi-task job 																								
<p>SPECIAL SKILLS</p>	<p>Computer literate (MS Word, Excel, PowerPoint) and can easily understand how to use office equipment and machineries efficiently and able to handle trouble shooting with hardware, social media among others.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Skill</th> <th style="text-align: center;">Years</th> <th style="text-align: center;">Proficiency</th> </tr> </thead> <tbody> <tr> <td>MS Word</td> <td style="text-align: center;">>10</td> <td style="text-align: center;">Advanced</td> </tr> <tr> <td>MS Excel</td> <td style="text-align: center;">>10</td> <td style="text-align: center;">Advanced</td> </tr> <tr> <td>MS Powerpoint</td> <td style="text-align: center;">>10</td> <td style="text-align: center;">Advanced</td> </tr> <tr> <td>MS Visio</td> <td style="text-align: center;">2</td> <td style="text-align: center;">Intermediate</td> </tr> <tr> <td>MS Access</td> <td style="text-align: center;">2</td> <td style="text-align: center;">Intermediate</td> </tr> <tr> <td>Primavera</td> <td style="text-align: center;">1</td> <td style="text-align: center;">Beginner</td> </tr> <tr> <td>AutoCad 2007</td> <td style="text-align: center;">1</td> <td style="text-align: center;">Beginner</td> </tr> </tbody> </table>	Skill	Years	Proficiency	MS Word	>10	Advanced	MS Excel	>10	Advanced	MS Powerpoint	>10	Advanced	MS Visio	2	Intermediate	MS Access	2	Intermediate	Primavera	1	Beginner	AutoCad 2007	1	Beginner
Skill	Years	Proficiency																							
MS Word	>10	Advanced																							
MS Excel	>10	Advanced																							
MS Powerpoint	>10	Advanced																							
MS Visio	2	Intermediate																							
MS Access	2	Intermediate																							
Primavera	1	Beginner																							
AutoCad 2007	1	Beginner																							
<p>DRIVING</p>	<p>Has valid Saudi Driving License – valid until 21/08/2025</p> <p>Started Dubai Driving license application and passed the theory test and need to undergo 4 hours actual road test.</p>																								