

GAUDENCIO PIANO CARIÑO, JR

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JOB OBJECTIVE:

To secure a challenging position that can utilize my expertise and will offer me further career development. To impart a highest form of professionalism and work ethics with the aim of helping the company achieved its goals and objectives

QUALIFICATIONS:

Professional Experience Summary:

Experience in the field of maintenance operations and purchasing/documentations. Have some knowledge in documentation and purchasing electrical and mechanical items for the project sites. Flexible in any project site directed by the line manager. Operations support for providing report for the category of electrical, electromechanical, HVAC and fire systems

Have a working experience in the field of Oil and Gas Industry and Offshore Drilling. A direct contract with SAUDI ARAMCO. Well experience in administrative and operations clerical works and reporting.

Four years of extensive working experienced in various fields such as Logistics and Petrochemicals Industry related to medium/large Logistics, Consulting, Warehousing Transportation with Clients and Contractors and main manufacturers/suppliers such as SABIC & Affiliates, SADARA, TASNEE and SAUDI CHEVRON. Well possess wide-ranging knowledge of executive, administrative, clerical works, sales & marketing and functions with computerized Control System and have an excellent understanding of document control procedure as per Standard Industrial Practices with high level of computer literacy relevant to all Software and Microsoft office. I am self-motivated and resourceful working on own initiative and an effective team member.

SPECIFIC WORK EXPERIENCES:

ENOVA BY VEOLIA – November 2020 – March 2021
Project Coordinator/Purchaser (Project Site: Banque Saudi Fransi/ Riyadh Gallery)
Riyadh Saudi Arabia

Duties and Responsibilities:

Procurement/Purchaser

- Control the tender cycle and documenting ensuring compliance with approved standards and policies.
- Prepare and organize request for proposals and quotations and analyzed offers from the supplier.
- Sourcing new potential suppliers
- Preparing P6 and P2 quotations

- Provide support in executing the tendering process and raising (PO's) as directed by the line Manager.
- Prepare vendor codes data to update in the system.
- Updating the Vendor Suppliers item costs
- Updating the item NLI and SRI code from the system and send to the procurement manager for approval.
- Manage NAVISION system for raising PO's and PR's.
- Manage CAFM for monitoring ordered items.
- Follow up ordered items from the suppliers.
- Communicating from the suppliers
- Filing and Documentations invoices from the clients
- Collecting purchased order in the NAVISION system
- Preparing transmittal to be send in accounts department.

Project/Operations Coordinator

- Updating and summarize daily job tickets from the maintenance helpdesk.
- Managing petty cash and coded on the system for reimbursement.
- Keeping list and in charge of Petty Cash
- Performed other tasks as part of rapport to the Manager, or other staff and as part of the Company Core Values
- Collecting photos and report from the maintenance team for the weekly and monthly report
- Collect Job Tickets from the Maintenance Supervisor
- Prepare work request for clients.

Administrative

- Managing the timesheet and overtime
- Preparing incident report and send to the HSE Manager for validation
- Clerical Works
- Collecting monthly consumables to be send to finance department.
- Performs all the related duties as assigned

ENOVA BY VEOLIA – March 2021 – Present

Operations Support (Project Site: King FAHD International Airport, Dammam)

Al Khobar Saudi Arabia

Duties and Responsibilities

- Providing Major Activities Report for to be Submitted to the Client
- Collecting photos of the PPM, PM and CM to be added in the Weekly report
- Collecting report for the HVAC, Electrical, Electromechanical and Fire System
- Making Excel Data Sheet and graph for the Completed and Pending Activities
- Prepare monthly report
- Updating and maintaining log of all the category report
- Collecting report of Preventive maintenance report

NOBLE DRILLING - 12 October 2018 to APRIL 30, 2020
Operations Coordinator/ Secretary/Admin Assistant
Al Khobar Kingdom of Saudi Arabia

Duties and Responsibilities:

- Filling, documentations of Clients Invoices
- Collecting Reports from the Rigs
- Daily, Morning and Afternoon Report
- Weekly Monitoring of the Crew Offshore
- Maintaining the Schedule of the Drilling Superintendents
- Updating and Maintaining the Log of the Rigs Downtime
- In Charge of Collecting Report for the Monthly Report
- Keeping up-to- date contact details (i.e. names, addresses and telephone number) for the management and organization
- Performed other tasks as part of rapport to the Manager, or other staff and as part of the Company Core Values

S. A. TALKE - 01 October 2017 to October 12, 2018

Sales and Marketing Administrator

Jubail Commercial Port, Jubail City, Kingdom of Saudi Arabia

Duties and Responsibilities:

- Filling, documentations of the Department expenses
- Creating electronic invitations for the events
- Managing the hotel booking and flight schedule of the Manager
- Arranging parcel and documents to be send
- Working with marketing, identify and evaluate new business opportunities
- Working with marketing, identify opportunities and develop relevant campaigns
- Researching and analyzing prospects
- Communicating internally to brief colleagues on opportunities and pipeline status
- Producing sales and marketing reports on a weekly basis
- Maintaining accurate records on our clients Data System.
- Supporting business development through active lead nurturing and developing prospect relationships
- Supporting business development through coordination of activity, including diary management and record keeping
- Handling and directing sales enquiries
- Maintaining a master document register of all the business concern correspondence/reports/documents in the office and ensure that all were transmitted properly to the acknowledged recipients as soon as it was released from the Management's office.

Documentation - Maintained, compiled and organized various electronic files in the shared drive, and hard files in the filing room. Organized filing in an indexing format and categories based on the volume of communication or anticipated volume of communications

Presentations – made various presentation formats based on company basic template and improved to further make an appeal based on department the need to highlight information to either low, medium to high dynamic presentations. Either I prepared the presentation from scratch or improved the presentations made by other team member (engineers, business analyst, Manger, or GM). I have prepared various technical and financial reports myself. These reports are being utilized within department, to other departments, Board meetings, and other outside industries.

Minutes of Meeting – Myself or other attendees assigned prepare the detail of the meeting, and I transfer to formal format based on company basic format

and improves based on the need of the information. Prepared attendance sheets when required.

Other Presentations and Reports: Assistance in design, wordings and formatting such as in presentation flashes with Department Announcements, and reports.

- Monitored department materials and supplies and requested items as needed
- Performed other tasks as part of rapport to the Manager, or other staff and as part of the Company Core Values.

Burger Gang Al Qatif Saudi Arabia - December 27, 2015 to September 2017

Manager (A)/ Supervisor /Document Controller/ Purchaser

Al Qatif, Saudi Arabia

Duties and Responsibilities:

- Keeping up-to- date contact details (i.e. names, addresses and telephone number) for the management and organization.
- Filing minutes, reports and other documentations.
- Creating electronic invitation for events booking to the hotels for managers and other guests.
- In charge in ordering materials and office supplies.
- Keeping a record of the organization and a diary of future activities.
- Prepares Local Purchase Request and coordinating to proponent for final quotation.
- Maintains office Supplies inventory by checking stock; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Processing the timesheet of all employees
- Supervise staff
- Meet sales goals by training, motivating, mentoring and providing feedback to sales staff
- Secure information by completing database backups.
- Contributes to team effort by accomplishing related results as needed.
- Ensure high levels of customers satisfaction through excellent service
- Maintain outstanding store condition and visual merchandising standards.

SMART TELECOMUNICATIONS - February 2014

Ambassador

Vigan City, Philippines

Duties and Responsibilities:

- Assist in organizing marketing events
- Provide feedback to the Marketing and Product departments regarding customers' requests
- Track and report on competitors' marketing activities
- Providing excellent customer service.
- Cross sell products.

Gameworld - Excel Computer Shop - December 11, 2012 – January 5, 2014

Attendant / Computer Assistant

Vigan City, Philippines

Duties and Responsibilities:

- Providing excellent customer service.
- Manages the Global Customer Feedback.
- Gathers data/text from original form or document and prepares for input into computerized system.

- Answering endorsed email from different client.
- Generates weekly/periodic/quarterly quality reports.
- Maintains records of work performed.
- Contributes to unit goals by accomplishing related duties as required.

Mart 1 Vigan City - January 2011 – March 2012

Sales Associate

Vigan City, Philippines

Duties and Responsibilities:

- Ensure high levels of customer satisfaction through excellent sales service.
- Assess customers' needs and provide assistance and information on product features.
- Welcome customers to the store and answer their queries.
- Maintain in-stock and presentable condition assigned areas.
- Cross sell products.
- Comply with inventory control procedures.

SPECIAL SKILLS:

- Computer Application (Excel, Powerpoint, Word)
- Active listening
- Communication skill
- Customer service
- Interpersonal skill
- Time management

PERSONAL DATA:

Birth Date : August 3, 1989
 Birthplace : Pagburnayan, Vigan City
 Age : 31
 Sex : Male
 Civil Status : Single
 Religion : Roman Catholic
 Language Spoken : Ilocano, Tagalog, English, Basic Arabic
 Weight : 70Kgs.
 Height : 5' 6
 Mother's Name : Lydia Cariño
 Father's Name : Gaudencio Cariño, Sr.

EDUCATIONAL ATTAINMENT:

Graduate : Macro Computer College
 2007-2008
Course: Bachelor of Science in Information System

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

GAUDENCIO PIANO CARIÑO, JR.
 Applicant