

Edgardo A. Estoesta

Dammam, Kingdom of Saudi Arabia

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(Transferable Iqama)



Objective:

A professional administrative position where experience in staff management, training and administration, and interpersonal skills can be used.



JOB EXPERIENCE

2020 – to Present

Business Development Officer
Standing Pillars Aircon Contracting Company
Dammam, KSA

- Contacting, sending emails and visit potential clients to establish rapport and arrange meetings
- Planning and overseeing new markets initiatives
- Researching organizations and individuals to find new opportunities
- Increasing the value of current customers while attracting new ones.
- Finding and developing new markets and improving sales
- Visiting new clients, companies to introduce the services that we are offering
- Attending meeting with clients
- Developing quotation and proposals for clients to Bid a projects
- Developing goals for development team and business growth and ensuring they are met.
- Do also multi-tasking, like acquire material price at the market and get quotation, purchasing materials, visiting the project site to see the condition of the site and monitoring workers at site.

2015 – 2020

Office Manager
Al Mutlaq Real Estate Investment Company
Riyadh, KSA

- Assists the CEO with daily administrative duties and completes a broad variety of administrative tasks that include managing an active calendar of appointments; completing expense reports; composing and preparing correspondence; arranging complex and detailed travel plans, itineraries and agendas and compiling documents for meetings.
- Assists in coordinating the agenda of senior management team meetings. Prepares an account of the meetings and designates and follows up on assigned action items.

- Communicates with the Executive Directors on the CEO's behalf and coordinates logistics with high-level meetings both internally and externally. Coordinates meetings and strategic activities.
- Plans, coordinates and ensures the CEO's schedule is followed and respected. Provides "gatekeeper" and "gateway" role, creating win-win situations for direct access to the CEO's time and office.
- Maintains office services by organizing office operations and procedures; controlling correspondence; designing filing systems; reviewing and approving supply requisitions; assigning and monitoring clerical functions.
- Contributes to team effort by accomplishing related results as needed.
- Assign and monitor clerical and secretarial functions, Recruit and select office staff, Orient and train employees, provide on the job and other training opportunities, Supervise staff, Evaluate staff performance, Coaching and disciplining staff.

2013 – 2015

Sales Coordinator

Franchise Sales Department

Mobily, KSA

- collecting, organizing, and interpreting data to determine potential sales of a product
- formulating a plan/proposal and presenting it to the client or senior management
- preparing briefs and commissioning research
- monitoring the progress of research projects
- writing detailed reports and presenting results
- conducting qualitative or quantitative surveys, which may involve field, interview, or focus group assessments
- writing and managing the distribution of surveys
- Responsible for the CBO Partners Staff Target and FBO Fund Deductions.
- Responsible for Monthly Staff and Partners Commissions.
- Communicating with Partners and Sales Supervisor of Franchise Sales for the daily activities.
- Update Sales monthly activity reports. Performed operations related tasks.
- Working closely with the Sales team to assess the progress of the department and develop Sales strategy accordingly.
- Maintain sales records as a basis for reports
- Update and maintain Operations File.
- Provides assistant and administrative support to the Vice President of Franchise Sales.

2002 – 2012

Agency Operation Officer

Syndication Department

Structured Finance Division

Corporate Banking Group

Banque Saudi Fransi

P.O. Box 56006 Riyadh 11554 K.S.A.

Work Description:

- Responsible for the operational management of the syndicated loans as well as for all the syndicated loans under agency management to ensure all loans are administered as per the various Facility Agreements.
- Responsible to provide timely processing of all syndicated loans transactions including management of loan agency function.
- Carries out general activities of the department especially with the transactions of the operations, such as: Diarize all relevant action dates relating fee payments, rollovers, expiry dates, covenant compliance and all other qualitative or quantitative under each agreement.
- Follow-up all diarized actions on a timely basis. Advise and follow-up with Borrowers / Participant up-coming requirements, provisions of documents, statements, etc. and fee payments, repayments, roll-overs, expires etc.
- Provide copies of relevant documents and relevant information to participating Banks.
- Communicating/meeting with banks/clients regarding Facilities and documentations.
- Check all documents (security and others) required as Condition Precedent to new drawdown and inform all parties concerned. Open/ validate new account, instructs the Credit Administrative Department under each region to create new limits under new facilities.
- Check and verify all conditions precedents are met.
- Coordinate with borrowers and participating banks all operations, under each facilities, drawdown, repayment, rollovers, fees and commission payment (including calculations), interest/ commission rate setting etc.
- Generally carry-out all operations related job at Syndications, including passing of entries, making Vouchers, Coordinating with Treasury on FX, Interest Rate and Drawdown and Rollovers, and Coordinating with BOD on interest resets and Drawdown and repayments, coordinating with regional COBs and Treasury.
- Monitoring the Nostro Accounts pertaining to the Loans portfolio.
- Coordinating with Treasury to facilitate short/long term position with regards to the facility loans.
- Update and maintain Operations File. Opening of CPTS for HO loans. Prepare necessary tickets for booking accruals etc. and other accounting entries for due approval and action.
- Reconcile all entries with statement received.
- Maintain close contact with facility agents, in case acting as a participant and with the participating banks, in case acting as an agent.
- Update Syndication's monthly activity reports. Performed operations related tasks of other departments in the division.
- Prepare Monthly/Quarterly reports
- Read, understand, review and comments in various of structured agreements such as Islamic loan (Murabaha, and Istsina- Ijara) and conventional loan... etc.
- Control conditions precedent, proceeds the drawdown, rollover, repayments or pre-payment of the assigned transaction.

1980 – 1984 - Saint Mary's Academy
Agoo, La Union, Philippines
High School



CERTIFICATIONS

Jul 07-08, 2019	Effective Data Management & Business Writing Business L & D Solutions Riyadh, KSA
Mar. 31-April 1, 2019	Mastering Administration Skills Workshop Business L & D Solutions Riyadh, KSA
Oct. 3-4, 2018	Developing and Implementing an Outward Mindset Workshop Arbinger Institute Riyadh, KSA
August 9, 2018	Motivation and Loyalty Workshop Business L & D Solutions Riyadh, KSA
Dec. 6-7, 2017	Communication & Interpersonal Skills Business L&D Solutions AREIC OFFICE Riyadh, K.S.A.
Nov. 22-24, 2017	Time Management & Goal Settings Business L&D Solutions Riyadh, K.S.A.
July 26, 2011	Anti Money Laundering Banque Saudi Fransi Riyadh, K.S.A
April 17 – 21, 2010	Advance Accounting 3 Banque Saudi Fransi Riyadh, K.S.A.
January 30 – Feb. 02, 2010	Financial Accounting 2 Banque Saudi Fransi Riyadh, K.S.A.
March 14 – 18, 2009	Financial Accounting 1 Banque Saudi Fransi Riyadh, K.S.A
April 16 – 18, 2001	Plan, do, Check, Act Center for Banking and Finance Saudi American Bank (affiliated to Citibank) Riyadh, K.S.A.

October 02 – 04, 2000 Effective Business Writing
Center for Banking and Finance
Saudi American Bank (affiliated to Citibank)
Riyadh, K.S.A.

April 22 – 24 2000 Executive Assistant Course
Center for Banking and Finance
Saudi American Bank (affiliated to Citibank)
Riyadh, K.S.A.



PERSONAL DETAILS

Nationality : Filipino
Place of Birth : Tubao La Union
Philippines
Religion : Catholic
Civil Status : Single
Language : English and Filipino

REFERENCES: Upon request
