



ROGELIO S CASTILLO JR

TRANSFERABLE IQAMA

Custodian of the two Holy mosques
King Abdullah bn Abdul-Aziz rD. 3rd St.
Al-Khobar 31952 KSA , AL-KHOBAR,
K.S.A., 31952

EXECUTIVE ADMIN. ASSISTANT CUM; DOCUMENT CONTROLLER



+966 507210714



rogelcastillo@yahoo.com

ABOUT ME

I am highly-motivated with 12 years' work experience and forward-looking organization that will give me the opportunity to contribute my experience and competencies in the field of Office Administrative Clerical Professional & Sales functions to help the organization achieve further success in all its endeavors. Customer-focused, adaptable, enthusiastic professional equipped with a Training Certificates of Integrity code awareness training, Philips Lighting Antitrust-Dealing with customers, Tendering, Contact with competitors, Co. Privacy rules, Anti-Bribery & Anti-Corruption (ABAC), General Business Principles.

Qualifications Profile:

- Ability to relate to officials, staff and public in a courteous manner.
- Ability to rapidly establish and expand strong market presence and achieve solid sales.
- Capable of working in a team or individually.
- Outstanding ability to build solid rapport with customers and internal suppliers.
- Interested to learn and work for long hours.
- Team player, and quick learner, hardworking, professional and punctual.
- Able to work independently and as a team member.
- Excellent oral and writing communication skills
- Well-motivated and hard working
- Ability to meet high quality standards within the confines of challenging deadlines

Academic Highlights:

Work in SASO department (Saudi Standards, Metrology & Quality

WORK EXPERIENCE

PHILIPS LIGHTING
SAUDI ARABIA-
SIGNIFY CO.
AL-KHOBAR
Oct 2008 - Present

Executive Admin. Assistant cum; Document Controller

- Process purchase orders via SSRM (Oracle) system.
 - Manage order cycle to insure timely and accurate processing as per Sales Engineers
 - Maintain Customer Accounts timely and accurately with the most current information.
 - Handling entries, customer service request/inquiry, quotations - registering the samples & sending the shipments.
 - Preparing Invoices and monthly statement of accounts, issuing Receipts & registering to accounts receivable systems in order to ensure complete and accurate records.
 - Following up with clients for payments & preparing proforma Invoice.
 - Managing deliveries of materials for clients and preparing delivery notes for requested materials.
 - Controlling basic accounting functions such as accumulating cheques, invoice and creation of (L/C) Letter of Credit document, coordinating with sales & Finance on collection & receiving the payments.
 - Data management (including data storing and archive maintenance)
 - Managing petty cash and other important documents.
 - Implement and maintain Document control processes and procedures.
 - Set up and maintain Filing systems (soft copy & hard copy).
 - Processed expenses and generated expense reports.
- Monitoring and ordering inventory of office supplies.
- Creates opportunities for the sales team via sales Force and following the dashboard.
 - Assisting team leader's jobs as a backup. Providing customers service including receiving, assisting visitors & fielding calls.
 - Responsible in receiving fax letters and inter-department memos sorts, logs and distributes as requires.
 - To coordinate and ensure the effective provision of administrative support within the Section.
 - Preparing Job Sheets for the team and maintaining a log on an internal system.
 - Adhere to, perform and action all audits as prescribed by service operational and departmental requirements.
 - Maintains and updates the files, log monitoring and place bookings for courier.
 - Monitoring incoming and outgoing documents whether it's email or hard copies before forwarding the flow of information to the concern personnel and departments.
 - Independently prepares correspondence, reports, Document Transmittals, memorandum, business letter and the like as per Sales Engineer
 - Other relevant duties/tasks as directed by Commercial Director, Manager/Engineers and management people
 - Supporting to projects and events as assigned, attending trade exhibitions, conference and meetings.
 - Liaise with executive and senior Engineers, manager to handle requests and queries from clients. Organizing sales visits.

Org.) Aug. 1, 2019 - in charge to work with documents, Test report, Dakra letter, Dekra hazardous, Declaration of conformity, marking label, packaging dimension, packaging label, product photo, and Company CR, co. logo & marking backside of the item.

TRAINING AND CERTIFICATIONS ATTENDED:

Office Management
ICON key user training in Dubai
Contract Management & Due Diligence CDD training
Intercontinental - Dubai
Date: May 15 & 16, 2017

Computer Training at New Horizon for the computer training programs (Passed)
Advance Outlook, Excel, Words & PowerPoint
Date: July 2010

Training Certificates of the Following:
Integrity code awareness Training, Philips Lighting Antitrust-Dealing with customers, Tendering, Contact with Competitors, Company Privacy rules, Anti-Bribery & Anti-Corruption (ABAC), General Business Principles.

SAUDI LIGHTING CO. LTD.
AL-KHOBAR
Oct 2008 - Present

● Sales Coordinator cum; Procurement assistant; Secretary

- Prepare purchase orders and send copies to suppliers and to department originating request.
- Respond to the inquiries about order status, changes or cancellation.
- Establishes and maintains office files, logs, indexes, control records or other information concerning the work under the Manager's control.
- Assist promoting the company's existing brands and introducing new products to the market.
- Analyzing budgets, preparing annual budget plans, scheduling expenditures and ensuring that the sales team meets their quotas and goals.
- Researching and developing marketing opportunities and plans, understanding consumer's requirements, identifying market trends and suggesting system improvements to achieve the company's marketing goals.
- Maintaining relationships with important clients by making regular visits, understanding their needs and anticipating new marketing opportunities.
- Preparing Invoices, Issuing Receipts and handling Customer Inquiry.
- Provide all clerical and administrative assistance for Manager, Sales Engineer's, which mainly include routine correspondence, attend telephone calls, follow-up and coordination.
- Staying current in the industry try by attending educational opportunities, conferences and workshops, reading publications and maintaining personal and professional networks.
- Assist in the preparation of regularly scheduled reports
- Submit and reconcile expense reports
- Order office supplies and research new deals and suppliers
- Act as the point of contact for internal and external clients
- Fielding telephone calls.
- Scheduling purchases & arrivals of materials. – verifying that the correct items and amounts have been delivered. They then properly store the materials.
- Maintain Inventory – verify the current inventory levels and keep records to prevent inventory gasps.
- Reviewing and Place Purchase Orders – before placing an order I carefully checks purchase orders for accuracy, completeness and clarity. I must verify that the product information, shipping information, cost and delivery dates are all correct before obtaining authorization to place an order.

EDUCATION

DYNAMIC COMPUTER CENTRUM
Legaspi City
Philippines
1996

● Associate of Science

SKILLS

ANALYTICAL THINKING

COMMUNICATION

GOOD RELATION WITH KEY SUPPLIERS

THRIVE IN BOTH INDEPENDENT AND COLLABORATIVE WORKS ENVIRONMENT.

COORDINATION AND IMPLEMENTATION SKILLS.

FLEXIBILITY

TEAM WORK & COMMUNITY SERVICE

MULTI-TASKING

ABLE TO WORK INDEPENDENTLY AND REQUIRE MINIMAL SUPERVISION

COMPUTER SKILLS
