

Curriculum Vitae

Nassif G.Rascal

Thoqbah 4th st. K.S.A

Iqama Transferable

Total Administrative experienced 9 years

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Position Applied: Secretary

Objective:

To seek a professional job opportunity with a reputed organization where in my ability and education will be utilized to the maximum level contributing to the success of the organization and self-growth in the company hierarchy.

PROFILE STATEMENT

Skilled in planning and organizing, An independent worker who Successfully meets the challenges of a fast-paced environment providing data entry and administrative support to a large department.

More than (6) six years' experience successfully performing a number of data entry and clerical tasks. A proven track record of efficiency and accuracy in managing multiple functions, solving problems, maintaining confidentiality and producing quality work.

WORK EXPERIENCE

June 9, 2019 - Present

Secretary to Drilling Job Skills Manager

NEFT Energies Company.

Contractor to Saudi Arabian Drilling Academy- SADA, Abqaiq.



Duties & Responsibilities:

- Daily updating incoming business email
- Receive incoming phone calls and appointment meeting.
- Read and analyze incoming memos, submissions and reports to determine their Significance and plan their distribution.
- Perform general office duties such as ordering supplies, maintaining records, management database system and performing basic bookkeeping work.
- File and retrieve corporate documents, records and reports.
- Prepare responses to correspondence containing routine inquiries, such as student grade.
- Provide clerical support to other departments.
- Collecting New Onboarding Students Information details such as National ID copy for their individual file.
- Preparing Attendance and pacing job skills schedule for the new enrollees.
- Preparing drilling books to distribute to the students in each classes group.
- Updating and monitoring Rig Crew Drilling employee's attendance sheet as daily basis.
- Updating and monitoring Job skills Drilling instructors.
- Preparing monthly report for the ongoing job skills students' status.
- Monitoring the company car weekly km consumed.
- Preparing PPE – personal protective equipment and distributing to the students

October 15, 2018 to May 30, 2019

Document Controller cum Secretary
Hajjan Drilling Company, Dammam City, K.S.A



Duties & Responsibilities:

- Monitor and Received all email from Aramco Client, update, send to concern manager and department.
- Update Record of all types ongoing project
- Receive Hire Equipment timesheet from site location ongoing project.
- Preparation of Hire Equipment Time sheet, & Verification by Rig Foreman, Engineer.
- Maintaining the record of Hire Equipment.
- Encoding Petty cash re imburement
- Coordination to all departments for the updating of ongoing project and collection of report.
- Supporting the HR department if needed.
- Follow up of compaction test report through 3rd party client
- Encoding scope of work for the attachment of submission AS BUILT drawing to Aramco client.
- Preparation of All ongoing project report and send to GM, and concern person.

Dec 16, 2016 to September 30, 2018

Document Controller cum Secretary
Technical & Industrial Services Company
Dammam City, K.S.A



Duties & Responsibilities:

- Takes minutes during Department Heads/Executive Committee meetings and at other meetings whenever required.
- Receives and monitors all incoming calls to GM's Office.
- Receives Project Invoices from Supplier for Verification by Engineers and Manager
- Receives Project Invoice Re Imbursement Petty Cash
- Preparation of reports as required by the office of General Manager
- Appointments and other related matters.
- Receives sorts and distributes mail to all departments. Also responsible for package booking DHL
- Dispatches/receipts.
- Handles all confidential correspondence.
- Maintains and controls office supplies stock.
- Keep record of Departments Heads vacation schedules.
- Receives and attends callers to GM office.
- Raises and follows up on maintenance orders as appropriate.
- Ensures the filing is up to standard and easily accessible.
- Maintains good rapport with all employees.
- Control all aspects of project documentation on multiple simultaneous projects, utilizing various control Methods/systems.
- Prepare, operate and update Document Control Procedures in line with the Company's Document Management System.
- Ensure proper document control support is given to each project.
- Produce and maintain Document Progress Reports to Project Managers.
- Ensure all documentation provided is as per Client quality formatting requirements. Formatting may include
- Correcting templates, fonts and style, pagination and numbering and other activities that may be required to achieve a client's documentation requirements.
- Create Document Control and correspondence folders for individual projects.
- Work in strict co-operation with the Project Manager to ensure project progress status integration.
- Ensure all templates used with the department conform to the Company standard.

January 2017 to August 30, 2018

Procurement Assistant

Technical & Industrial Services Company
Dammam City, Kingdom of Saudi Arabia



Duties & Responsibilities:

- Assistance with obtaining quotations, placing orders and co-ordination of their timely dispatch to clients while ensuring that goods purchased are to specification in terms of quality, quantity and within delivery timelines
- Providing general logistical assistance to Project staff through coordination of travels (onsite and remote), meeting venues and as well as payment facilitation for services rendered in a timely manner
- Provide inputs to the implementation of procurement management policies and strategies on cost saving and reduction
- Assist the Procurement Engineer in ensuring that internal control systems and best practice frameworks are in Place to eliminate deficiencies and deliver value for money
With consultation with the Procurement Engineer negotiate with suppliers to obtain the best possible
- Purchasing terms and conditions and trouble shoot client issues in a timely and professional manner
- Create and manage logging system to ensure all nominated suppliers are transferred to electronic ordering on an on-going basis.

August 26, 2015 to November 01, 2016

Sales Coordinator

Alyasra Fashion Retail Company
Prince Nasir Ibn Abdulaziz, Ar Rawdah,
Riyadh 13211



Duties & Responsibilities:

- Coordinate sales team by managing schedules, filing important documents and communicating relevant Information.
- Ensure the adequacy of sales-related equipment or material
- Respond to complaints from customers and give after-sales support when requested
- Store and sort financial and non-financial data in electronic form and present reports
- Handle the processing of all orders with accuracy and timeliness
- Inform clients of unforeseen delays or problems
- Monitor the team's progress, identify shortcomings and propose improvements
- Assist in the preparation and organizing of promotional material or events
- Ensure adherence to laws and policies.

January 28, 2013 - January 28, 2015

Document Controller cum Secretary

Al- Faisaliah Group
Business Gate Building 19,
Qurtubah District Riyadh, K.S.A.



Duties & Responsibilities:

- Takes minutes during Department Heads/Executive Committee meetings and at other meetings whenever required.
- Receives and monitors all incoming calls to GM's Office.
- Preparation of reports as required by the office of General Manager
- Maintains and updates a follow up file for the purpose of reminding VP/GM of functions, events, meetings appointments and other related matters.
- Receives sorts and distributes mail to all departments. Also responsible for package booking DHL Dispatches /receipts.
- Handles all confidential correspondence.
- Maintains and controls office supplies stock.
- Keep record of Departments Heads vacation schedules.
- Receives and attends callers to GM office.
- Raises and follows up on maintenance orders as appropriate.
- Ensures the filing is up to standard and easily accessible.

January 1, 2008 – March 20, 2010

Front Desk

Marawi Resort Hotel
Mindanao State University main campus,
Marawi City, Philippines



Duties & Responsibilities:

- Welcome guests in a warm and friendly manner.
- Ascertains their lodging, purchasing needs.
- Assists guests and owners in a branded, friendly, proactive, and efficient manner with appropriate follow-up as necessary.
- Knows all essential aspects of our resort or hotel operations.
- Registers guests and manages the rooming chart.
- Collects payments by accepting cash, check, or charge payments from customers; and makes change for cash customers.
- Verifies credit acceptance by reviewing and recording driver's license number; and operating credit card authorization systems.
- Balances cash drawer by counting cash at beginning and end of work shift.
- Monitors lobby and check-in activity to determine room flow.
- Responds to guest inquiries and requests in a timely, friendly, and efficient manner.
- Provides pre-arrival support for guests arriving on packages.
- Facilitates correspondence with guests.
- Acts as the site liaison for the services and sales center.
- Works collaboratively with any resort associates and resources

June 20, 2005 to December 15, 2007

Secretary

Jamiatul Philippines Al Islamia College,
Marawi City, Philippines



Duties & Responsibilities:

- Performs a variety of secretarial, administrative, and public relations duties to relieve the dean of operational details.
- Processes knowledge of the policies and procedures of the Colleges Department and the Library.
- Manages operating and purchasing budgets for the library, maintaining comprehensive records of finances and accounts.
- Assists with project management on numerous library events.
- Coordinates and supervises the performance of clerical employee and student assistants in the dean's office.
- Uses computer for word processing, spreadsheets, database, and email applications in performing duties.
- Safeguards the confidentiality of administration by exercising discretion in communicating information to faculty, students, staff, and the public; and in handling departmental records and files, personnel actions, performance evaluations, merit, promotion and tenure decisions, and similar confidential materials.

Educational Qualification:

Course	2 years Diploma in Science Agriculture
College	Mindanao State University, Marawi City, Philippines April 01, 2005
Course	2 years Diploma in Information Technology
College	STI College, Iligan City, Philippines May 11, 2012
Course	Bachelor of Elementary Education
College	Lake Lanao College Incorporated Inc. Online course in Bachelor of elementary Education (BEED) Major in General Education from the Department of Lake Lanao College Inc. As of March 16.2020

Personal Details:

Date of Birth: **January 01, 1984**
Religion: **Islam**
Language Known: **English, Maranao Dialect, Tagalog, Bisaya**
Permanent Address: **King Faisal Street, MSU main campus, Marawi City**
Sex Gender: **Male**
Marital Status: **Single**
Nationality: **Filipino Muslim**

Training Certificates:**Food and beverage Service NC II Tactical Foundation**

Training and Assessment Centre,
Marawi City, Philippines
June 11, to September 11, 2012

Table Manners / Etiquette and Actual Fine Dining Maria Cristina Hotel

Iligan City, Philippines
October 17, 2011

Employment Preparation Seminar Holcim Training Centre

Iligan City, Philippines
March 10 to 11, 2012

Best I.T. Special Project Award Maria Cristina Hotel, Iligan City, Philippines

(System Analysis and Design) May 11, 2012

Certificate of completion Tubod, Iligan City, Philippines

(On the Job Training at the Land Transportation office) November 23, 2011 to February 15, 2012)

Technical Skills

- MS Word
- MS Excel
- Outlook
- Powerpoint

Core Competencies:

- Organizational and Planning Skills
- Teamwork
- Communication Skills
- Data Collection and Management
- Attention to detail
- Confidentiality
- Reliability

CHARACTER REFERENCE

Available upon request

I hereby certify that all information written in my curriculum vitae are true and correct.

Nassif G. Rascal

Applicant