A person in a white shirt

Description automatically generatedJerome S. Espiritu

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**Position Applied: Executive Secretary**

# Carrer Summary

* **Over 18 years of accumulated experiences** exposed in different Construction, Oil and Gas, Telecommunications, Banking and Retail Sales industry with firsthand knowledge on document, supply chain and management systems such as **SAP, ORACLE, EDMS and Primavera.** More than 10 years in administrative works and coordination.

**STRENGTHS**

* Efficiently and effectively works even under pressure.
* Strong verbal and personal communication skills.
* Self-motivated, initiative, high level of energy.
* Tolerant and flexible to different situations.
* Established good working relationships with co-workers, customers/clients.
* Critical thinker and uses logic to solve problems.
* Direct and indirect works on projects such as **SABIC (KSA), Saudi Aramco projects (KSA), SASREF, SADARA, Royal Commission, Meydan City (UAE**) etc.
* Engagement on the development of Manpower loading for Projects.
* Highly acquainted on client and vendor invoicing process.
* Works on hand with Supply Chain management such as manpower & equipment contracting and material procurement.

# Education

De La Salle - Lipa Lipa City, Phils.

Bachelor of Science in Commerce major in Business Management 1997-2001

# CERTIFICATES & tRAININGS

Philippine Civil Service Commission - **Professional** Civil Service eligibility

EHSS – **Environment, Health, Security and Safety** (SABIC Industries)

# Work Experience

Olayan Descon Industrial Engineering Inc. Jubail Industrial City, KSA

**Administrative Officer / Executive Secretary** *December 2016 –present*

* Provides administrative assistance to the offices of the Directors.
* Act as the point of contact for Operations Management Division and its underlying departments.
* Handles all communications, documents and request pertaining to the Office of the Director.
* Actively being part of composition and revision of divisional Standard Operating Procedures (SOP).
* Coordinates meetings, events and executive gatherings.
* Aides the executives on drafting speeches and letters.
* Arrange and coordinates domestic and overseas travel and accommodations.
* Prepares meetings presentation and list minutes of meetings.
* Main duties include managing office maintenance and material requirements.
* Preparing regular reports and organizing company records.

ALORICA INC. – Line of Business: AOL Lipa City, Phils.

**Technical Support** for American Online (AOL) & MACY’s *March 2016 to December 2016*

AYTB –Project: SABIC Jubail Petrochemicals – KEMYA Jubail Industrial City, KSA

**Admin Assistant** *September 2014 – Dec 2015*

* Provides administrative assistance to the General Manager and Department Manager
* Documents project files thru the company data management system(SAP, ORACLE, EDMS)
* Maintains daily register for incoming and outgoing mails
* Filing daily correspondence based on company's filing system
* Facilitates flow of documents and up keeping of important information.
* Uploading / downloading, copying and printing of incoming and outgoing project documents and drawings.
* Archiving and maintaining project Documents according to company standards.
* Ensuring the latest revision and approval status of drawings are being updated continuously.
* Maintaining safe storage and file backup routines for disaster readiness and recovery.
* Composes correspondence letters for senders and receivers of project documents
* Attending meetings and generating minutes of meetings.
* Attending phone calls and arranging appointments and meetings of the department head.
* Facilitates the introduction process of new hired employees and contractors (e.g. arrangements of trainings and issuance of PPE and material requirement for the performance of their works and projects.
* Organizing and updating calendar appointments of department head.
* Prepares daily, weekly and monthly reports of the Department overall activity and their translation to presentations.

24/7 CUSTOMER PHILIPPINES / Account: Time Warner CableMakati City

**Technical Support** *June 2013 to September 2014*

ALORICA PACIFIC RIM, INC / Account: VERIZONLipa City

**Technical Support** *April 2012 – May 2013*

TELETECH / Account : VERIZONLipa City

**Technical Support** *December 2010 – April 2012*

* Responsible for resolving customer technical concerns and their problem on their internet or network connections.
* Identifies issues and recommends resolution on e-mail and identifying software and hardware issues.
* Maintains and performs to achieve matrix set by the account management.

Theo A. Khing Consultants (TAK) – Project: MEYDAN CITY Dubai, UAE

**DOCUMENT CONTROLLER** November 2008 -November 2010

* Responsible for receiving, distributing and controlling all contractual documents ensuring that current approved documents are available during construction
* Document project files thru the company data management system(Primavera, SAP, ORACLE, )
* Affix receiving stamps on all correspondence, transmittal sheets, recording the date and time of receipt as well signature. Also affix distribution stamp for forwarding to all concerned members of the project management team.
* To maintain all original non-administrative technical documents in a clean, dry and legible condition and sequential order in properly labeled files by creating files and labels that include project title, contract number, company contract reference number, file number, file number, document title, document number (if any) and number volumes.
* To arrange drawings manuals and correspondence for proper submission to the client.

Eros Electricals (Badri Group of Companies) Dubai, UAE

**SENIOR SALES OFFICER**

* Posted to various shops such as Eros Digital Homes and Virgin Megastore for selling and merchandising different digital, multimedia, home and electronic products.
* Advise customers on the location, selection, price, delivery, use and care of goods available from the store, with the aim of encouraging them to buy and to return to buy in the future
* Take special orders for items not currently in stock, or not normally stocked, and notify customers when the items have arrived
* Operate cash registers and accept payment, or prepare finance arrangements through, for example, invoices and contracts
* Prepares price quotation, sales contract, invoices, packing list & statement of accounts.
* Package goods for customers and arrange delivery price, stack and display items for sale,
* Facilitates training for newly hired staffs on product knowledge and procedures.
* Arrange for the repair of damaged goods or advise on needed repairs order items (Customer Service).

SIKAP Development Inc   Lipa City

**SENIOR OFFICER - LOANS** *May 2004 – July 2005*

* Gives recommendation on the allowable loan amount lent to clients.
* Responsible for identifying and studying new market or possible client through surveys and promotion mostly done true field visitations.
* Build, develop, and maintain profitable lending relationships with new and existing customers.
* consults with customers at their place of business in order to understand their business practices and identify their goals and needs.
* promotes products and services to best meet the business and personal needs of our clients.
* gather, analyze and discuss credit and financial information to determine credit quality.

Baker’s Treat – Big R Supermarket Lipa City

**SALES SUPERVISOR** *May 2003 – April 2004*

* Coordinates Sales programs and acts as a liaison between Sales and other departments
* Performs clerical and statistical reporting for Sales on a daily basis. Provides detailed reports to the sales force on ranking, and monitors rankings on a monthly basis
* Enters orders for the Branch stores
* Works with marketing to coordinate contact names for events, appointments and mailings. Also call clients for marketing events.
* Coordinates maintenance of weekly and monthly reporting, including recommendation of system changes.
* Helps close and up sell all account renewals.
* Assists with forecast and funnel information with your designated Sales Manager on a weekly basis.
* Maintain comprehensive knowledge of all accounts.
* Attends all scheduled meetings on time and prepared.

Malarayat Gulf and Country Club Lipa City

**ADMINISTRATION ASSISTANT** *December 2001 – April 2003*

* Writing and dispatching routine or straight forward letters
* Answering general queries by telephone
* Photocopying documents
* Sorting and opening post
* Obtaining information from the computer
* Maintaining records, filing systems and computer files
* Ordering stationery