



## **Restie C. Diomangay**

**Contact Number: +966564070523 / +639495824070    Email: yagnamoid\_21@yahoo.com**

---

### **THE MANAGER HR DEPARTMENT**

Respected Sir / Madam,

I am writing to present my credential for the suitable position where my skills, experience and educational background will be valuable assets and enable me to create opportunities in carrying out my duties to the benefit of the company.

I am glad to forward by curriculum vitae (attached) for your kind consideration and approval.

If given a chance to work, I assure you of my best performance and hard work, for which I am looking forward to.

Sincerely Yours,

**Restie C. Diomangay**  
Applicant



# Restie C. Diomangay

Contact Number: +966564070523 / +639495824070 Email: yagnamoid\_21@yahoo.com

## Qualifications

**Bachelor of Science in Computer Engineering**  
from Northwest Samar State University formerly named *Tiburcio Tancinco Memorial Institute of Science and Technology, Philippines*

**Certificate in Professional Teaching Program – Student ID No. 20180059716** – AMA University, Quezon City, Philippines

## Training and Certificates

Certified **ADVANCED Recruiter** – Naukrigulf Advanced Recruiter Certification on 6-August-2021 valid until 5-August-2023. Certification ID: AX3253

**Certified Recruiter – Naukrigulf Recruiter Certification** on 7-July-2021 valid until 6-July-2023. Certification ID: AX3178

## PC and Laptop Assembly

**Data Encoder, TESDA Occupational Qualification & Certification System w/ Certificate No. 07080502013**

## Objectives

- To grow professionally and work in a business establishment where my skills, knowledge, experience, and ability can best exercise for company success.

## Career Highlights

- Over **16** years of total work experience with recruitment, administrative, secretarial, clerical and sales skills. Administrative and Clerical skills include typing, data entry, filing system, and phone system. I have Strong client or customer service skills in the field of sales industry. Team oriented with a Proactive attitude. Excellent analytical, problem solving and interpersonal skills with quick learning ability. A well-organized professional with ability to handle multiple tasks. I have a strong teamwork and problem handling capabilities with effective communication skills.

## Detailed experience:

**April 10, 2013 – June 30, 2022**

Designation: **Recruitment Coordinator / Project Management Office Specialist**



## **Applus Velosi – Saudi Arabia**

P.O. Box 7031, Unit No. 3, Al Qusur, Talal Al-Doha Building, Sub of Prince Mohammed Bin Fahd Road, Dhahran 34247-2958, Saudi Arabia  
Website: [www.applusvelosi.com](http://www.applusvelosi.com)

## Job descriptions:

- Recruiting staff local and international - this includes searching CV/resume on job portal site (e.g. Naukrigulf, LinkedIn, Oil and Gas Job Search) company web database, social media and other resources.
- Coordinates with local and overseas agents (Philippines, India, Pakistan, Egypt and other Asian, and Western Countries.). Consolidate resumes for respective Agents in every selected country for new job requirements.
- Reviewed / Screened / Evaluated and short-listing candidates CV suited or meeting the qualifications required against particular Project Requisition from our client.
- Prepared other necessary preparations such as formatting our company standard CV and other related preparations as required for submission to our client.
- Requesting from the candidates to submit some other pertinent documents for the completion of their applications.
- Respond to applicants queries regarding their application process and their status.
- Contact qualified candidates to confirm their availability for new openings suited for them and schedule them for a technical interview to our client - Oil & Gas Industry (Operations) in **SAUDI ARAMCO, Sadara, Jacobs, SABIC, SABBANK, Petrokemya, SAFCO,**



# Restie C. Diomangay

Contact Number: +966564070523 / +639495824070 Email: yagnamoid\_21@yahoo.com

## Contact Details

### Mobile Number:

Saudi Arabia:  
+966564070523

Philippines:  
**+63949- 582 4070**  
(roaming number)

Email:  
yagnamoid\_21@yahoo.com

### Present Address:

P.O. Box 7031, Unit No.  
3, Al Qusur, Talal Al-  
Doha Building  
Sub of Prince  
Mohammed Bin Fahd  
Road, Dhahran 34247-  
2958, Saudi Arabia

### Permanent Address:

P-3 Old Road, Barangay  
Capoocan, Calbayog  
City, Samar, Philippines,  
6710

## Personal Data

Date of Birth:  
**May 17, 1983**

Gender:  
**Male**

Civil Status:  
**Married**

Nationality:  
**Filipino**

Religion:  
**Roman Catholic**

## Languages Known

English - Fluent  
Arabic - Fair  
Tagalog - Native

## Driving License

Saudi Driving License  
#2343757429 (valid until  
April 15, 2027)

## SHARQ, Ibn Zahr, Ibn Rashid, Saudi Kayan, Yanpet, International Maritime Industries (IMI).

- Informed and arranged the schedule of candidates who are selected for further interview at our client up to offer stage.
- Endorsed to our accredited agent for the Background check of the selected candidates prior to the visa processing.
- Travel arrangement for the newly hired employees with the travel agency
- Responsible for organizing, filling of qualified CV/resumes for recruitment.
- Assist in preparing contracts and other personnel paper works and reports.
- Maintained and update a both well secured filing system and entry data on the computer in order to maintained confidentiality and orderly, systematic retrieval of information.

June 2010 – February 2013

Designation: **HR Officer / Secretary (Human Resources Department)**



**National Prawn Company** is now **National Aquaculture Group (NAQUA)**

P.O. Box 20, 21961, Al Lith, Kingdom of Saudi Arabia  
Website: [www.robian.com.sa](http://www.robian.com.sa)

## Job descriptions:

- Reporting directly to the head & manager of the department.
- Recruiting staff (International & Local) - this includes Positing jobs and search through resume database on web database and other sources, review application/resume, Interview job applicants, scientifically assessed applicant skills and make recommendations regarding applicant's qualifications.
- Provide administrative support by preparing statistical reports, weekly reports and other reports as and when required.
- Organize, Plan and Prioritize work, and document record information.
- Implement "Cost Reduction Initiative", continuously, in the unit and all aspects of work.
- Coordinate manpower planning process and maintain manpower records.
- Control and maintain records and files of all documents related to the department.
- Do other task that maybe assigned from time to time as needed.
- Prepared memo and drafts for some communications and send to respective personnel.
- Receiving employee vacation, exit, and business trip application and other documents such as (loans cash advances, taxi fare, overtime adjustments request etc.)
- Travel arrangement for the business trip, newly hired, exit, terminated, vacationing employees and coordinated with the travel agency.
- Arrangement of meetings
- Update all incoming documents in HRMS (Mena ltech and SPOE) so that we can easily track and determine the locations of such documents to be retrieved.
- Answering employee queries and provides reliable information such as flight details, vacation allowance and cash advances/loans status.



# Restie C. Diomangay

Contact Number: +966564070523 / +639495824070 Email: yagnamoid\_21@yahoo.com

## Reference:

### Leona Conquilo

Senior Crew Coordinator  
V.ships Cyprus  
Email:  
lovelyhonac@gmail.com  
Mobile: 35797769581

### Arnold Adiong

Project Management Office  
Specialist  
Applus Velosi, Saudi  
Arabia  
Dhahran, K.S.A.  
Cell: +966558403624

- Distribution of clearance and follow-up to the concern departments.
- Checking employee vacation balances and paid leaves, loss of pay and accrued leaves.
- Ensure the administrative offices, reception area are kept clean and organized.
- To maintain utmost quality standards to execute safe working procedure and environmental care and preservation a thorough compliance for the guidelines set up by the company for quality health and safety standard, customer service and safety policies as a whole.

February 2008 – March 2010

Designation: **Deli Staff / Salesman**



### Danube Co. Ltd

Serafi Megamall, Sittin St. Corner Tahlia St.  
Intersection, P.O. Box 51280, Jeddah 21543,  
Kingdom of Saudi Arabia  
Website: [www.danubeco.com](http://www.danubeco.com)

## Job descriptions:

- Responsible for preparing, slicing, wrapping, weighing, pricing, and merchandising the section's deli products. Deli products include deli meats, cheeses, salads, dips, gourmet and hot case items.
- Informs customers about our deli products and services and help increase sales by handing out food samples and by recommending additional items to customers.
- Preparing orders of deli products to all suppliers.
- Monitoring of fast- and slow-moving items.
- Preparing RTV's.
- Coordinate with manager on relevant issues pertaining to sales proposal.
- Do other task that maybe assigned from time to time as needed.

February 2007 – February 2008

Designation: **Product Specialist**



### Western Appliance

*Through QSC Manpower Services*

34 Morato Avenue, San Francisco Del Monte Quezon  
City, 1104 Philippines

Website: [www.western.com.ph](http://www.western.com.ph)

## Job descriptions:

- Managing Sales. Prepared memo & drafts for some communications and send to respective personnel.
- Supervise and constant monitoring of the promodiser and outright employee. Most of all, must deal with all types of customers. Also, reliever/ perform some of the same duties of the subordinates.
- Cashier - preparation of summary sales, turnover of cash on and audit petty cash fund.
- Card Processor - Approval of credit/ debit card, verification of card, operate of terminal of the card and filling of invoices.
- DPS - operates computers, generate reports, function of POS (cash, credit, COD, sign, collection, pricing and POR).



# Restie C. Diomangay

Contact Number: +966564070523 / +639495824070 Email: yagnamoid\_21@yahoo.com

- Receiving - received units/ merchandise, preparation of RR/RS, pricing, STF/SRF and monitors of premiums.
- Releasing - released units/merchandise properly, transfer of stock to other branch/warehouse, packaging of items and stamp of documents properly.
- Warehouse - ordering of stocks, monitoring of slow/fast moving items, preparation of inventory, display items and maintain cleanliness/orderliness in selling area.
- Service - deals with all types of customers, preparation of defective units transfer to service center/head office or service center per supplier Procedure/ principles of Service.

June 2006 – November 2006

Designation: **Stock Clerk**



## SM Bicutan / Manduriao Star Inc.

Doña Soledad Ave., Barangay. Don Bosco,  
Parañaque City, Philippines

Website: [www.smsupermalls.com](http://www.smsupermalls.com)

### Job descriptions:

- Keeps and records an inventory of good on hand shipped or received.
- Execute stock clerical functions in a warehouse setting.
- Receive stock of merchandise from customers for shipment.
- Perform physical checks of the stock received.
- Check for accuracy and damages to the shipping products.
- Coordinate and collaborate with transportation companies.
- Answer and respond to customer inquiries relating to their products, supplies and stocks.
- Organize and manage stock of merchandise, products and items.
- Prepare and verify accurately the stock records and statements.
- Coordinate stock clerical activities with the management office on a daily basis.
- Implement safe and secure procedures in handling stocks.

October 2005 – February 2006

Designation: **Sales Associate**



## 7-Eleven

BF Resort, Zapote Road Cor. BF Resort, Las Piñas  
City, Philippines

Website: [www.7-eleven.com.ph](http://www.7-eleven.com.ph)

### Job descriptions:

- Responsible for maintaining outstanding customer service as per Company standards, generating sales, merchandising, cashiering and safeguarding company assets.
- Ensure that each customer receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining solid product knowledge and all other aspects of customer service.
- Maintain an awareness of all promotions and advertisements.
- Assist in floor moves, merchandising, display maintenance, and housekeeping.



# Restie C. Diomangay

Contact Number: +966564070523 / +639495824070 Email: yagnamoid\_21@yahoo.com

- Assist in processing and replenishing merchandise and monitoring floor stock.
- Aid customers in locating merchandise.
- Communicate customer requests to management.
- Assist in completing price changes within the department.
- Participate in year-end inventory and cycle counts.
- Assist in ringing up sales at registers and/or bagging merchandise.
- Any other tasks as assigned from time to time by any manager.