



Nicanor M. Panaguiton Jr.

Kingdom of Saudi Arabia

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Personal Data :

Nationality : Filipino
Date of Birth : Sept. 29, 1978
Age : 42
Marital Status : Single

KEY INDUSTRIES :

- Defense & Security
- Construction
- Manufacturing
- Insurance

TECHNICAL SKILLS

- Word, Excel, PowerPoint
- Lenel ID Badging System
- Photocopier, Scanner, Fax
- Filing, Reporting, Documentation
- Employee Registration Program (ERP)
- Payroll System

PERIPHERAL COMPETENCIES

- Cultural / International awareness by having worked with multi-national teams
- Motivated and dynamic
- Ability to work as a team or individually
- Responsible, quick learner
- Self starter and hard worker
- Can do, will do outlook
- The impossible, possible mindset

PROFESSIONAL PROFILE

Highly motivated and result oriented, with proven leadership skills who successfully guided and motivated teams to ensure a positive outcome of any given situation or challenge. I consider myself to be a hard working individual with large aspirations. I take pride in my work and I believe that trusting relationships with clients and colleagues in every aspect of a given task is the key to a successful outcome. Always seeking to learn and willing to accept new challenges.

Qualifications

- 16+ years of work experience
- Document Controll
- HR & Payroll
- Efficient, dedicated, results oriented & systematic work approach, self starter
- Versatile, mobile, able to multi-task, high drive for success, pursuing self and organizational development
- Thrives in both autonomous & team environment

Key Experience

- Supervisory
- Administrative & Clerical
- Document Control
- Warehousing, Storekeeping & Inventory

Strengths:

Ability to maintain efficient office workflow, and administrative processes. Ambitious and enthusiastic, quick learner, effective, optimistic, organized having excellent interpersonal and communication skills

INTERESTS:

- Reading
- Trekking
- Travel

References :

1. Eng. Sukarno Mantukay

QA/QC Manager
Abaja Contracting Est.
Haradh, Saudi Arabia
+966 50 395 6173

2. Mr. Dioscoro Fuentes Jr.

Gen. Accountant
Danat Al Majd, A/C Projects
Qatif, Saudi Arabia
+966 53 836 2665

3. Ms. Pearly Lilian Llacuna

Reporting Specialist
Cum EA to CEO
Waseef Asset Mgt. Comp.
Doha, Qatar
p.guillen@wasef.qa

PROFESSIONAL EXPERIENCE:

Position : Document Controller

Location : Haradh Eastern Province

*Company: Abaja Contracting Est. (2016-current)

1. Contractor : Petrojet (April 2021-current)

2. Contractor : Nesma & Partners (March 2021-current)

*Project : SGCP Overhead Powerline &

Cathodic Protection Installation

3. Contractor: Saipem (Sept.05, 2019-current)

*Project : SGCP Overhead Powerline Installation)

*Job Description

- Ensures adherence of EDMS in preparation for distribution and archiving of documents (Transmittals & Inter-department documents distributions i.e IFC, drawings, Method of Statements, correspondence
- Preparation & maintaining of calibration log for electrical equipments and instruments.
- Verifying Calibration Certificates with the equipments
- Monitoring Calibration Certificates for calibration validity & arranging for recalibration
- Providing the documents to the Auditor for verification during internal & external audits.
- Maintaining all quality documents such as QA/QC Organization Chart, RFI Log, Calibration Log, NCR log, etc
- Updating & maintaining of Quality Transmittal Log for weekly & monthly submission of QC Manager.
- Departmental coordination for timely submission & distribution of documents
- Filing, Documentation, Reporting and Organizing
- Reviewing and Updating technical documents (e.g Manual & Workflows)
- File documents in physical and digital records
- Create templates for future use
- Maintain confidentiality around sensitive information and terms of agreement

EDUCATION

1. GREEN VALLEY COLL. FOUNDATION

Short Course on Heavy Equipment Operator

* Wheel Loader*

Isulan, Sultan Kudarat, Philippines –April 2016

Certification:

Technical Education and Skills Development

Authority Short Course on Heavy Equipment

Operator

* Wheel Loader*

Isulan, Sultan Kudarat, Philippines –April 2016

2. MT. CALVARY BIBLE INSTITUTE

Theology

General Santos City, Philippines

(June 2004-2008)

3. MINDANAO STATE UNIVERSITY

Bachelor of Science in Business

Administration Major in Marketing

General Santos City, Philippines (1995-1999)

PROFESSIONAL EXPERIENCE:

Position : Assistant HR & Payroll Supervisor

Location : Baish, Jizan Economic City

*Company: Abaja Contracting Est.

4. Contractor : Aramco

Project: Jizan Security Project(Oct.2016-Sept. 2019)

*Job Description

- Communicate Personnel policies
- Compile employee reports (Leave & Absence)
- Process, Verify and Maintain Personnel Documentation
- Assist in Arranging Training activities
- ERP (Employee personal details)
- Hiring and Job postings
- Maintains payroll information by collecting, calculating, and entering data
- Updates payroll records by entering changes in exemptions, insurance coverage, savings deductions, and job title and department/division transfers.

5. . JVL CONSTRUCTION INC.

Tacurong City, Philippines

*Administrative Clerk (March 2009 to Aug. 2016)

- Handle customer inquiries and complaints
- Handle bank transactions & other business related concerns (i.e, rent collections)
- Supervise & assist clients in map zoning
- Document filing

PROFESSIONAL EXPERIENCE:

6.CELEBES CANNING CORPORATION

General Santos City, Philippines

***Warehouse Storekeeper(Feb.-Sept. 2000)**

- Planning & organizing Finished Goods for warehousing & Shipment
- Supervise product labelling and loading activities
- Weekly, Monthly and annual inventory count & reports

***Product Planning & Inventory Coordinator**

- Preparation of daily production plan
- Prepares daily production list for labelling
- Gather and encode data of daily production and provide accurate and timely report to logistics and general managers