



EDWIN D. DELFIN

Current location: Manila, Philippines

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BRIEF PROFILE

Total Work Experience	: 25 years
Work Experience in KSA	: 17 years
Previous Employer Assignment	: ARAIL Construction & Industrial Company Limited Riyadh, KSA
Previous Designation	: Banking Letter of Credit (LC) and Administrator
Functional Area	: Finance Department
Current Location	: Riyadh, Kingdom of Saudi Arabia
Education	: Bachelor of Science in Commerce Major in Management
Key Skills	: Oracle,SAP, MS Office applications, File Management

SEMINARS AND TRAINING

- Project Management Review Seminar (5 Phases)
- Value Management
- Project Risk Management
- Shared Services
- Business Process Improvement
- Knowledge in Projects

WORK EXPERIENCE

Duration: **September 19, 2018 - December 06, 2019**
Company: **ARAIL Construction & Industrial Co. Ltd.**
Location: **Riyadh, Riyadh, Saudi Arabia**
Department: **Finance**
Position: **Letter of Credit (Banking), Invoicing, Document Controller and Administrative**

Duties & Responsibilities:

- Processing Letter of Credit through the Bank with their respective facility
- Monitoring payment of invoices
- Amend banking documents such as LC's, Letter of Guarantee, etc.
- Receiving invoices from Construction Suppliers
- Issuing cheques payment for the vendors

- Administrator in Finance Department (Document Controller, Secretary to Finance Manager & whole organization as well).

WORK EXPERIENCE

Duration: **May 6, 2005 to Sept 15, 2017**
 Company: **SABIC (Saudi Basic Industrial Corporation)**
 Location: **Riyadh, Riyadh, Saudi Arabia**
 Project: **SABIC/Logistics Department; Time Charter; Supply Chain Management; Economics & Business Support**
 Position: **Administrator & Accounts Payable**

Duties & Responsibilities:

- Processing incoming/outgoing invoices through SAP System
- Monitoring payment of invoices
- Receiving of incoming mails from courier and distribute mails
- Receiving invoices from Liquid Marine, Fertilizer Dept., Trucking
- Preparing Invoice Report to Solid Marine and delivering invoices to Land Transportation Department
- Preparing transmittal for invoice approval – Solid Marine
- Creating New Vendor Account in SAP
- Preparing of Weekly/Monthly & Yearly Report
- Preparing SSRS Request
- Managing daily routine for operations including answering phone calls, inquiries, filing etc.

Duration: **April 05, 2005 – May 4, 2005**
 Company: **AYTB**
 Location: **Jubail Saudi Arabia**
 Project: **SABTANK**
 Position: **Secretary**

Duties & Responsibilities:

- Using SWAP for timesheet/maintenance request
- Organized and tracked manager's incoming/outgoing mails
- Preparing Weekly and Monthly Reports
- Data entry for incoming and outgoing reports
- Managing daily routine for operations including answering phone calls, enquiries, filing etc.

Duration: **March 31, 2005 – April 01, 2005**
 Company: **AYTB**
 Location: **Saudi Arabia**
 Project: **SAUDI-CHEVRON PHILLIPS CO.**
 Position: **Secretary**

Duties & Responsibilities:

- Assists the Consultant to his daily reports
- Data Entry for Project and Documents
- Evaluation of CVs according to job title
- Filing and other duties assigned by the superior
- Handles the incoming and outgoing calls and attending visitors

Duration: **February 01, 2005 – March 30, 2005**
 Company: **AYTB**
 Location: **Saudi Arabia**
 Project: **PETROKEMYA**
 Position: **Secretary**

Duties & Responsibilities:

- Daily monitoring and logging of the tube for benzene and ethylene
- Process daily meeting
- Answering incoming calls from outside the Kingdom
- Managing office operations such as, filing and encoding of daily reports
- Making a short presentation for meetings
- Manage the day-to-day activities

Duration: **September 2002 – December 2004**
 Location: **Saudi Arabia**
 Project: **SAUDI TELECOM COMPANY (STC), Regulatory Affairs Department**
 Position: **Secretary**

Duties & Responsibilities:

- Formulate processes and work instruction for the Department that will ensure standard and accuracy of delegated tasks
- Data entry for projects, documents & records database (file archiving & maintenance)
- Organize & track manager's incoming/outgoing mails and inquiries
- Arranging all business trips both local and international and follow up confirmations of different arrangements (i.e. airline, tickets, and hotels)
- Handle inquires, filing task, preparing paper works & manual reports
- Arrange meetings, conferences note and prepare conclusions report
- Filing and other duties assigned by superior
- Manage the day-to-day activities

Duration: **August 2001 – September 2002**
 Company: **ABOITIZ ONE**
 Location: **Philippines**
 Position: **Store Customer Relation Officer**

Duration: **October 1998 – March 2000**
 Company: **SUPER24 (CONVENIENT STORE)**
 Location: **Philippines**
 Position: **Management Trainee**

Duration: **June 1996-March 1997**
 Company: **CODE ASIA**
 Location: **Philippines**
 Position: **Encoder**

Duration: **June 1994-June 1996**
 Company: **CHOWKING FOOD CORPORATION**
 Location: **Philippines**
 Position: **Quality Controller, Service Crew**

Duration: **October 1993 - March 1994**
 Company: **MCDONALD'S**
 Location: **Philippines**
 Position: **Service Crew**

PERSONAL DATA

Date of Birth : June 06, 1976
 Place of Birth : Manila
 Citizenship : Filipino
 Religion : Christian

EDUCATIONAL BACKGROUND

College : Jose Rizal College (University); Mandaluyong City, Manila
Course : Bachelor in Commercial Science, Major in Management
Year : 1998
Other's : Student Council Representative

REFERENCE

- Maher Al-Shuwier (Sr. Manager – E&BS SCM)
- Ahmed Al-Musfer (General Manager, Agri Nutrients)
- Hassan Al-Khaldi (General Manager, E&BS)
- Mohammed Al-Zuhair (General Manager, Time Charter)
- Anwar Al-Ateeki (Vice-President; Saudi Petrochemicals)

Edwin D. Delfin
Applicant's Signature