



Lois Ceasar Duco

+966 507 507 691

sec\_lois@outlook.com

Jeddah, SA

[loisceasarduco.com](http://loisceasarduco.com)

Dear Hiring Manager,

I am writing to express my strong interest in any applicable position at your prestigious organization where my extensive skills and experience would be a valuable asset. With **over 23 years of diversified experience**, I have a proven track record of working directly with CEOs, Directors, and Managers, and a unique blend of technical and administrative skills. My background in commercial, construction, and hospitality industries has provided me with the expertise to seamlessly manage both the technical and logistical aspects of corporate and project functions.

Currently serving as an Executive Secretary at Enviro-Sys Trading & Contracting Co. since October 2023 up to date. Skilled in managing administrative tasks, scheduling, and liaising with stakeholders. My expertise also includes IT-Technical Support, Back Office Operations, and Computer-Aided Design (CAD).

My professional history includes roles as an **Executive Secretary/Personal Assistant, IT Technical Support, and CAD Drafter**. In these positions, I have demonstrated a proven ability to manage administrative tasks, schedule and coordinate with stakeholders, and create detailed technical drawings. I am proficient in **Office 365 applications** and **Autodesk AutoCAD**, and my technical background includes troubleshooting hardware and software issues on various Windows OS platforms.

I am confident that my adaptability, strong work ethic, and comprehensive skill set would allow me to make a significant contribution to your team. I am a dedicated professional who is eager to take on new challenges and apply my experience in project management and process improvement to help your organization achieve its goals.

Thank you for your time and consideration. I have attached my resume for your review and welcome the opportunity to discuss how my background aligns with your company's needs.

Sincerely,

Lois

# LOIS CEASAR L DUCO



EXECUTIVE PERSONAL ASSISTANT | AVID TECH BUFF  
COMPUTER-AIDED DESIGN (CAD) | MICROSOFT OFFICE



[linkedin.com/in/lois-ceasar-duco-626aa53a](https://www.linkedin.com/in/lois-ceasar-duco-626aa53a)



lois\_ceasar@hotmail.com



+966-507-507-691



21 years of diversified experience | Executive Personal Assistant |  
Administrative Assistant | IT-Technical Support | Back office operations |  
Procurement | Technical Recruitment | F&B Cashier | Hosting | F&B Customer  
Service Specialist | Computer-Aided Design (CAD) | Microsoft Office

## EDUCATION

**Computer Systems  
Networking and Technology**  
AMA Computer Learning Center  
2001-2002

**Internet Technology**  
AMA Computer Learning Center  
2000-2001

**BS Architecture**  
Far Eastern University  
1997-2000

## SKILLS

**PROFESSIONAL**

Executive Personal Assistant  
Administrative Assistant  
IT-Technical Support  
Back Office Operations  
Procurement  
Technical Recruitment  
F&B Customer Service Specialist  
Computer-Aided Design(CAD)

## EXPERIENCE

### EXECUTIVE PERSONAL ASSISTANT TO CHIEF EXECUTIVE OFFICER

**Integrated Development Corner Est. | July 2020 - Present (3y 2m)**  
Jeddah, Makkah, Saudi Arabia

- Managing diaries, scheduling meetings and booking rooms
- Dealing with queries on the phone and by email
- Liaising with suppliers and contractors

### BACK OFFICE EXECUTIVE

**HANOMAR Japanese Street Food Restaurant | Jan - May 2023 (5m)**  
**Double Taste for Fast Food Est.**  
Head Office Awtad Commercial Center, Jeddah

- Facilitates Vendor Management, gathering and processing research data. Performing basic admin duties including printing, sending emails, and ordering office and store supplies. Assisting and coordinating with the restaurant team. Assisting the Front Office team.

### FOOD AND BEVERAGE SPECIALIST

**HANOMAR Japanese Street Food Restaurant | Aug '22 - Jan '23 (6m)**  
**Double Taste for Fast Food Est.**  
Al Tahlia, Eastern, Saudi Arabia

- Ensures satisfactory service for all patrons, performs many different tasks such as food preparation, and cleaning duties, acts as a cashier/hosts, and takes food and beverage orders. Provide constant, attentive, and exceptional service to guests while providing food & beverages.

# LOIS CEASAR L DUCO



EXECUTIVE PERSONAL ASSISTANT | AVID TECH BUFF  
COMPUTER-AIDED DESIGN (CAD) | MICROSOFT OFFICE



[linkedin.com/in/lois-ceasar-  
duco-626aa53a](https://www.linkedin.com/in/lois-ceasar-<br/>duco-626aa53a)



[lois\\_ceasar@hotmail.com](mailto:lois_ceasar@hotmail.com)



+966-507-507-691



21 years of diversified experience | Executive Personal Assistant |  
Administrative Assistant | IT-Technical Support | Back office operations |  
Procurement | Technical Recruitment | F&B Cashier | Hosting | F&B Customer  
Service Specialist | Computer-Aided Design (CAD) | Microsoft Office

## EDUCATION

**Computer Systems  
Networking and Technology**  
AMA Computer Learning Center  
2001-2002

**Internet Technology**  
AMA Computer Learning Center  
2000-2001

**BS Architecture**  
Far Eastern University  
1997-2000

## SKILLS

**PROFESSIONAL**

Executive Personal Assistant  
Administrative Assistant  
IT-Technical Support  
Back Office Operations  
Procurement  
Technical Recruitment  
F&B Customer Service Specialist  
Computer-Aided Design(CAD)

## EXPERIENCE

### FOOD AND BEVERAGE CASHIER

**HANOMAR Japanese Street Food Restaurant** | Aug '22 - Jan '23 (6m)  
**Double Taste for Fast Food Est.**  
Al Tahlia, Eastern, Saudi Arabia

- Processes customers' bills. Handles cash and credit transactions. Maintain receipts, records, and withdrawals. Responsible for checking materials and supplies and reporting when stock is low.

### FOOD BEVERAGE COORDINATOR

**HANOMAR Japanese Street Food Restaurant** | Apr '22 - Jan '25 (10m)  
**Double Taste for Fast Food Est.**  
Head Office Awtad Commercial Center, Jeddah

- Provides the F&B team with administrative support, including filing, answering telephones, taking messages, maintaining appointment calendar, making internal customer service, taking reservations, assisting in the planning of roster, and other general office duties. Facilitates in events and promotions

### DATA ANALYST

**Canadian International Trading Group Ltd** | Jun '19 - Apr 2020 (11m)  
Prince Sultan Rd, Al Mohammadiyah, Jeddah 23616

- Generating data into information, information into insight and insight into business decisions.
- Provide on time and accurate report, analysis, findings, suggestions in a timely manner.
- Responsible for document management library (uploading and editing)

# LOIS CEASAR L DUCO



EXECUTIVE PERSONAL ASSISTANT | AVID TECH BUFF  
COMPUTER-AIDED DESIGN (CAD) | MICROSOFT OFFICE



[linkedin.com/in/lois-ceasar-duco-626aa53a](https://www.linkedin.com/in/lois-ceasar-duco-626aa53a)



lois\_ceasar@hotmail.com



+966-507-507-691



21 years of diversified experience | Executive Personal Assistant |  
Administrative Assistant | IT-Technical Support | Back office operations |  
Procurement | Technical Recruitment | F&B Cashier | Hosting | F&B Customer  
Service Specialist | Computer-Aided Design (CAD) | Microsoft Office

## EDUCATION

**Computer Systems  
Networking and Technology**  
AMA Computer Learning Center  
2001-2002

**Internet Technology**  
AMA Computer Learning Center  
2000-2001

**BS Architecture**  
Far Eastern University  
1997-2000

## SKILLS

### PROFESSIONAL

Executive Personal Assistant  
Administrative Assistant  
IT-Technical Support  
Back Office Operations  
Procurement  
Technical Recruitment  
F&B Customer Service Specialist  
Computer-Aided Design(CAD)

## EXPERIENCE

### INTEGRATED PEST MANAGEMENT COORDINATOR

**Canadian International Trading Group Ltd** | Jun '18 - Nov '19 (1y 6m)  
Prince Sultan Rd, Al Mohammadiyah, Jeddah 23616

- Being the primary contact for all matters related to pest control for the Clients, and act as a liaison between the building occupants and the pest management professional.
- Performs administrative authority to carry out tasks successfully as per the pest manager recommendations, in order to prevent pest infestation.
- Delegates administrative support to assure recommendations and SOP's are carried out by the IPM Technicians.

### ADMINISTRATIVE ASSISTANT

**Arab Center for Engineering Studies** | Mar '16 - Mar '18 (2y 1m)  
4866 Al Imam Al Bukhari, Jeddah 23719

- Responsible for maintaining smooth flow of the business by ensuring filing and documentation is kept up to date. Database management and understanding the requirements of the business. Accommodating customer-facing - via email, phone, or greeting visitors.

### DOCUMENT CONTROLLER

**Arab Center for Engineering Studies** | Mar '16 - Mar '18 (2y 1m)  
4866 Al Imam Al Bukhari, Jeddah 23719

- Prepare contracts, archiving files and ensuring all team members have access to necessary documentation. Review technical documents along with the ability to spot errors.

# LOIS CEASAR L DUCO



EXECUTIVE PERSONAL ASSISTANT | AVID TECH BUFF  
COMPUTER-AIDED DESIGN (CAD) | MICROSOFT OFFICE



[linkedin.com/in/lois-ceasar-  
duco-626aa53a](https://www.linkedin.com/in/lois-ceasar-duco-626aa53a)



lois\_ceasar@hotmail.com



+966-507-507-691



21 years of diversified experience | Executive Personal Assistant |  
Administrative Assistant | IT-Technical Support | Back office operations |  
Procurement | Technical Recruitment | F&B Cashier | Hosting | F&B Customer  
Service Specialist | Computer-Aided Design (CAD) | Microsoft Office

## EDUCATION

**Computer Systems  
Networking and Technology**  
AMA Computer Learning Center  
2001-2002

**Internet Technology**  
AMA Computer Learning Center  
2000-2001

**BS Architecture**  
Far Eastern University  
1997-2000

## SKILLS

**PROFESSIONAL**

Executive Personal Assistant

Administrative Assistant

IT-Technical Support

Back Office Operations

Procurement

Technical Recruitment

F&B Customer Service Specialist

Computer-Aided Design(CAD)

## EXPERIENCE

### AUTOCAD DRAFTER

**Rabya Trading & Agriculture Co. Ltd.** | Mar '14 - Feb '16 (2y)  
Falasteen, Jeddah

- Extensive experience working with AutoCAD software, advanced design skills, and a keen eye for detail. Design and create high-level design models that meet all the specifications of the client. Work with engineers, architects, and clients to ensure designs are completed to specifications and safety regulations.

### INFORMATION TECHNOLOGY TECHNICAL SUPPORT

**Rabya Trading & Agriculture Co. Ltd.** | Mar '14 - Feb '16 (2y)  
Falasteen, Jeddah

- Manage, maintain, and repair IT systems. Diagnosing and repairing faults, resolving network issues, and installing and configuring hardware and software.

### ADMINISTRATIVE ASSISTANT

**AliShar Contracting Company** | Mar '13- Feb '14 (1y)  
Al Sharafeyah, Unnamed Road, Jeddah 23215

- Coordinates and schedules travel, meetings, and appointments. Prepares agendas and schedules for meetings, conferences, and other assigned events; takes and distributes minutes or other notes as requested. Responds to and resolves administrative inquiries and questions.

# LOIS CEASAR L DUCO



EXECUTIVE PERSONAL ASSISTANT | AVID TECH BUFF  
COMPUTER-AIDED DESIGN (CAD) | MICROSOFT OFFICE



[linkedin.com/in/lois-ceasar-  
duco-626aa53a](https://www.linkedin.com/in/lois-ceasar-<br/>duco-626aa53a)



lois\_ceasar@hotmail.com



+966-507-507-691



21 years of diversified experience | Executive Personal Assistant |  
Administrative Assistant | IT-Technical Support | Back office operations |  
Procurement | Technical Recruitment | F&B Cashier | Hosting | F&B Customer  
Service Specialist | Computer-Aided Design (CAD) | Microsoft Office

## EDUCATION

**Computer Systems  
Networking and Technology**  
AMA Computer Learning Center  
2001-2002

**Internet Technology**  
AMA Computer Learning Center  
2000-2001

**BS Architecture**  
Far Eastern University  
1997-2000

## SKILLS

**PROFESSIONAL**

Executive Personal Assistant

Administrative Assistant

IT-Technical Support

Back Office Operations

Procurement

Technical Recruitment

F&B Customer Service Specialist

Computer-Aided Design(CAD)

## EXPERIENCE

### AUTOCAD DRAFTER

**AliShar Contracting Company** | Apr '11- Feb '14 (2y 11m)  
Al Sharafeyah, Unnamed Road, Jeddah 23215

- Draft detailed and technical drawings, blueprints for different industries. Understanding written and verbal instructions, implementing feedback from engineers and architects, visiting sites, keeping up-to-date with CAD software, and working long hours to meet deadlines. Able to explain technical aspects clearly to both the team and the client.

### INFORMATION TECHNOLOGY TECHNICAL SUPPORT

**AliShar Contracting Company** | Apr '11- Feb '14 (2y 11m)  
Al Sharafeyah, Unnamed Road, Jeddah 23215

- Technically skilled with excellent interpersonal skills for the technical support position. Troubleshoot technical issues, provide timely customer feedback and support the roll-out of new applications, among other duties.

### TECHNICAL SUPPORT ADVISOR (TIER 1) APPLE CARE

**IBM Daksh Process's Services Limited** | Dec '10- Mar '11 (4m)  
3rd Floor, Edsa Central Pavilion, EDSA, corner Shaw Boulevard,  
Mandaluyong, 1552 Metro Manila, Philippines

- Skilled Technologist with experience configuring computers, servers, and peripheral devices to work within established company and security parameters. Adept at managing permissions, filters, and file sharing. Devoted trouble shooter with a deep understanding of system architecture and diagnostics.

# LOIS CEASAR L DUCO



EXECUTIVE PERSONAL ASSISTANT | AVID TECH BUFF  
COMPUTER-AIDED DESIGN (CAD) | MICROSOFT OFFICE



[linkedin.com/in/lois-ceasar-duco-626aa53a](https://www.linkedin.com/in/lois-ceasar-duco-626aa53a)



lois\_ceasar@hotmail.com



+966-507-507-691



21 years of diversified experience | Executive Personal Assistant |  
Administrative Assistant | IT-Technical Support | Back office operations |  
Procurement | Technical Recruitment | F&B Cashier | Hosting | F&B Customer  
Service Specialist | Computer-Aided Design (CAD) | Microsoft Office

## EDUCATION

**Computer Systems  
Networking and Technology**  
AMA Computer Learning Center  
2001-2002

**Internet Technology**  
AMA Computer Learning Center  
2000-2001

**BS Architecture**  
Far Eastern University  
1997-2000

## SKILLS

### PROFESSIONAL

Executive Personal Assistant  
Administrative Assistant  
IT-Technical Support  
Back Office Operations  
Procurement  
Technical Recruitment  
F&B Customer Service Specialist  
Computer-Aided Design(CAD)

## EXPERIENCE

### AUTOCAD DRAFTER

**Nabco Furniture Center** | Aug '09 - Nov '10 (1y 4m)  
17096, Airport St, Doha, Qatar

- Understand complex calculations and have sound knowledge of building and safety regulations. Disciplined, open to collaboration, and also possess manual drawing skills.
- Meeting with architects, designers, and engineers to discuss design ideas.
- Developing product designs from scratch.
- Presenting rough design drafts for client approval.
- Communicating potential design issues to engineers and architects.

### INFORMATION TECHNOLOGY TECHNICAL SUPPORT

**Nabco Furniture Center** | Aug '09 - Nov '10 (1y 4m)  
17096, Airport St, Doha, Qatar

- Identifying hardware and software solutions.
- Troubleshooting technical issues.
- Installing and configuring hardware and software.
- Removed malware, ransomware, and other threats from laptops and desktop systems.
- Patched software and installed new versions to eliminate security threats and protect data.

# LOIS CEASAR L DUCO



EXECUTIVE PERSONAL ASSISTANT | AVID TECH BUFF  
COMPUTER-AIDED DESIGN (CAD) | MICROSOFT OFFICE



[linkedin.com/in/lois-ceasar-  
duco-626aa53a](https://www.linkedin.com/in/lois-ceasar-duco-626aa53a)



lois\_ceasar@hotmail.com



+966-507-507-691



21 years of diversified experience | Executive Personal Assistant |  
Administrative Assistant | IT-Technical Support | Back office operations |  
Procurement | Technical Recruitment | F&B Cashier | Hosting | F&B Customer  
Service Specialist | Computer-Aided Design (CAD) | Microsoft Office

## EDUCATION

**Computer Systems  
Networking and Technology**  
AMA Computer Learning Center  
2001-2002

**Internet Technology**  
AMA Computer Learning Center  
2000-2001

**BS Architecture**  
Far Eastern University  
1997-2000

## SKILLS

### PROFESSIONAL

Executive Personal Assistant  
Administrative Assistant  
IT-Technical Support  
Back Office Operations  
Procurement  
Technical Recruitment  
F&B Customer Service Specialist  
Computer-Aided Design(CAD)

## EXPERIENCE

### AUTOCAD DRAFTER

**Taif Investment and Tourism Company** | Jul '02 - Jul '09 (7y 1m)  
Mousalla Al Eid, Shubra, Taif 26522

- Interpreting project briefs and meeting with clients, engineers, and architects to ensure all blueprints and technical drawings are completed to specifications.
- Producing rough sketches and using CAD software to prepare detailed drawings, plans, and blueprints.
- Visiting sites to gather information, and determine limitations and feasibility of designs.
- Ensuring drawings are compliant with building regulations and engineering principles.
- Conducting research when required.

### INFORMATION TECHNOLOGY TECHNICAL SUPPORT

**Taif Investment and Tourism Company** | Jul '02 - Jul '09 (7y 1m)  
Mousalla Al Eid, Shubra, Taif 26522

- Analyses hardware and software issues to identify troubleshooting methods needed for quick remediation.
- Removed malware, ransomware, and other threats from laptops and desktop systems.
- Responded to support requests from end users and patiently walked individuals through basic troubleshooting tasks.
- Extracted and evaluated user problems, using test scripts, personal expertise, and probing questions.