

Dear HR/ Hiring Manager,

Herewith attached my detailed CV and cover letter to express my interest in any available opportunities that suit my qualifications.

I am writing to apply for a role within your organization that's includes, Executive Office/ Project Secretary, Senior Admin Officer, Lead Document Controller, Procurement Officer or any administrative positions.

I have more than 2 decades of experience in the above mentioned field/trade, which complemented by experience in the IT field, which has enhanced my skills in managing digital and electronic records, implementing efficient office systems, and supporting cross-functional teams.

Any opportunity would be much appreciated and I'm ready to relocate anywhere across KSA if needed.

Sincerely,

Randolph Diao Dipon

Mob. No. : 0568639781

Email: totodipon@gmail.com



Randolph Dipon

Admin Staff / Sen. Secretary / Lead Doc. Controller

WORK EXPERIENCES

June 2014 till present

Senior Secretary – GM Secretary / Admin & Timekeeping Head (*Current*)

GM Secretary

Job Description / Duties and Responsibilities:

- Provide executive assistant to the General Manager and perform other duties as required by the GM.
- Review and handling all Incoming & Outgoing correspondences (Such as POs, Invoices, Petty Cash, Memos, Etc.) and any correspondences for GM approval thru physical or Electronic ways.
- Handling confidential / Legal documents in line with the company's data security protocol.
- Records keeping and archiving of companies' legal documents.
- In charge of the Information Management and structure of documents storage.
- Manages GM schedules as required.

Admin/Lead Document Controller/Procurement Officer

Job Description / Duties and Responsibilities:

- Provide administrative support to all department.
- Maintain Xerox consumable supplies and request maintenance if necessary.
- Coordinating with suppliers for office stationeries to ensure that all site requests and office stocks are available upon request.
- Maintain and update company prequalification and company profile as needed.
- Prepare Office supplies and Xerox Purchase Order (PO) thru Systems Applications & Products (SAP ERP)
- Distribution of Incoming and Outgoing correspondences to all departments concerned.



Jarir St. Al Malaz, Riyadh, KSA



0558639781



totodipon@gmail.com

PROFILE

Self-directed and detail oriented professional with the ability to work on Multiple trades with 20 years of demonstrated experience driving efficiency and excellence throughout organizational functions. Proactive self-learner with flexibility and able to succeed in high volume and fast-paced environments.

PERSONAL SKILLS

Communicative

Punctuality

Creativity

Organized

Ability to Work under Pressure

Problem Solving & Decision Making

JOB SUMMARY

Having an extensive experience from a large engineering / construction firm with project & office based environments and with excellent background in archiving, records management and/or administration, timekeeping, procurement & document control functions.

FIELD OF COMPETENCE AND SKILL

- Proficiency in Windows System and Programs like MS Office (Word, Excel, PowerPoint, Outlook & Visio)..
- Sharepoint user.
- Proficiency in Systems Applications & Products (SAP ERP System) and Noria Software
- Timekeeping & Document Control Records Management.

- Checking of Tender BOQs received from tender Department and prepare letters if necessary.
- Provide administrative assistant or training to any HO/Project new secretaries and document controllers.
- Oversees Project Document Controller Physical and Electronic Document control systems to ensure accuracy, accessibility and compliance.
- Managing the entire lifecycle of project documents.
- In charge of the Information Management and structure of documents storage.
- Responsible for sourcing, analyzing and preparing Comparisons, POs and maintaining accurate records.
- Send cancelled and approved POs to Suppliers and monitoring delivery times, and ensuring goods/services are received accurately.
- Maintaining accurate records, tracking supplier performance, and preparing reports on procurement activities.

Timekeeping Dept.

Job Description / Duties and Responsibilities:

- Regular checking & Monitoring of daily manpower record & report received from Timekeepers.
- Checking of daily biostation report ensuring accurate employee records.
- Accurately recording employee work hours, ensuring compliance with labor laws.
- Processed attendances of vacationing, released & exit employee in the System (SAP ERP System).
- Preparation, checking & uploading of Monthly Timesheet for all employees in SAP ERP System for payroll processing.
- Processed of discrepancy of employees salary, & time discrepancy for payroll processing
- Maintain & monitor Manpower records and data and accurate records keeping.
- Maintain and organize timekeeping archive to ensure traceability and availability at all times.

Position : PM/PD Project Secretary / Document Controller

Period : 2012 - 2014

Company : Cap France Bat SA. Gen. Cont.

Project Name : King Abdulla Financial District Project (KAFD)

Job Description / Duties and Responsibilities:

- Executive assistant/Secretary to the Project Manager (PM) & Project Director (PD)
- Administer and organize documents for construction projects and other developments plans to ensure traceability and availability at all times.
- Implementation of documents control process to ensure the documentation deliverables and distribution of requirements of the projects are meet and properly documented.
- Prepare weekly progress reports collected daily from QS and Planning Engineer and Submit to main Contractor on Weekly basis.
- Prepare Transmittal & submittal and monitor of RFI's (Request for Information)
- Prepare daily manpower report as requested by Main Contractor.
- Records keeping and dissemination of project reports, invoices or any internal & external correspondences to the concern departments.
- Design tracking Logs updated with summary for commented, approved documents for PM and HO reports.
- Archiving of all projects data for easy retrieval and future reference for all.
- Responsible to Maintain all Xerox Machines, printer consumables and office supplies required by project are always available.

Position : GM/PD Project Secretary

Period : 2010 - 2012

Company : Cap France Bat SA. Gen. Cont. (under Saudi Oger Sponsorship)

Project Name : Princess Noura University (PNU Research & Medical Center)

Job Description / Duties and Responsibilities:

- Executive assistant to the General Manager Site Office and Site Project Director
- Administer and organize documents for construction projects and other developments plans to ensure traceability and availability at all times.
- Implementation of documents control process to ensure the documentation deliverables and distribution of requirements of the projects are meet and properly documented.
- Dissemination of project reports, invoices or any internal & external correspondences to the concern departments.

- Archiving of all projects data for easy retrieval and future reference for all.
- Responsible to Maintain all Xerox Machines, printer consumables and office supplies required by project are always available.

Position : Admin Secretary/ Log. Officer (HO)

Period : June 2007 - 2010

Company : Cap France Bat SA. Gen. Cont./ Al Fayhaa (under Saudi Oger Sponsorship)

Job Description / Duties and Responsibilities:

- Normal Secretarial and administrative functions providing support and assistance.
- Provide administrative assistant to Executive Secretary & Projects Manager.
- Preparing Internal & External Correspondences & Memos.
- Prepare Suppliers PO & Quotations as per site material/Consumables request.
- Distribution of Incoming and Outgoing correspondences.
- Scanning of documents for distribution & archiving purposes.
- Maintain All Xerox machines and ensure consumable stocks.
- Keep/maintain document's electronic logs for easy retrieval and future reference for all correspondences.
- Documents & records keeping.
- Manages/scheduling Drivers daily operations

Position : Field Scaler / Free Lance Scaler

Period : Jan 2003 – February 2005

Company : Tramontana

Job Description / Duties and Responsibilities:

- Maintaining daily inbound & outbound log shipment and relevant records and estimation of loss.
- Maintain daily operation of timber hauling and disposal.
- Coordinate with the concern government agencies prior to hauling and legalities.

Position : Admin Secretary

Period : October 16, 2000 – February 2002

Company : Al Qors Est. for Electronic Equipment

Job Description / Duties and Responsibilities:

- Normal Secretarial and administrative functions providing support and assistance.
- Responsible for general office works and provide support to all departments.
- Answer and screen all inbound phone calls and transfer to concern employees.
- Responsible for physical filling of all documents.
- Responsible of office supplies and stationery stock.

Education :

Systems Technology Institute – 1998-2000

- Applied Programming

University Of Neg. Occ. Recoletos / ISCOF-SB -1995-1997

- BSEd / BS Med Tech (undergrad)

Certificates & Training:

- ISO 9001:2008 - QMS Internal Auditor Course – Y2011
- Advance Microsoft Excel Training Course – Feb 2019

Personal Data :

WORK ADDRESS : 2728 AL QAYRUWANI STREET Jarir, Malaz District, Riyadh , KSA

DATE OF BIRTH : 24 April. 1977

PLACE OF BIRTH : Philippines

CIVIL STATUS : Married



Issue date: 27/05/2024
Certificate ID: 252496-62329633
Saved at: 27/05/2024

تاريخ الإصدار: 27/05/2024
رقم الشهادة: 252496-62329633
تم الحفظ في: 27/05/2024

شهادة الخدمة Service Certificate

To whom it may concern,

إلى من يهمه الأمر،

This letter is issued by the employee upon contract termination and completion of service.

أصدرت الشهادة بناء على طلب الموظف وخدمته خلال فترة العمل لدى صاحب العمل.

Full name	RANDOLPH DIAO DIPON	الاسم الكامل
ID / Iqama number	2240837092	رقم الهوية / الإقامة
Nationality	فلبيني	الجنسية
Company name	شركة سعودي اوجية المحدودة و فرعها للاتصالات	اسم المنشأة
Job title	سكرتير	المسمى الوظيفي
Job type	أخرى	نوع الوظيفة
Service duration	01/07/2007 - 30/03/2011	مدة الخدمة

This letter has been issued based on employee's request without any liability on Qiwa or HRSD. Certificate is reviewed and approved by the employer and **does not need to be signed nor stamped**. To validate this certificate, please scan the below QR Code and enter Certificates information to verify its content.

وقد أعطي هذه الإفادة بناء على طلبه ودون أدنى مسؤولية على منصة قوى. الشهادة معتمدة ولا تحتاج إلى توقيع أو ختم. للتحقق من صحة الشهادة قم بمسح الرمز أدناه ثم أدخل رقم الشهادة.



Approved by Ministry of Human Resources and Social Development
موثق ومعتمد من قبل وزارة الموارد البشرية والتنمية الاجتماعية



Verify certificate

Certificate of Training

This is to certify that

RANDOLPH DIPON

has successfully attended the 4-day In-house

Quality Auditor's Training Course

Conducted on March 17 & 26, 2011, & May 22-23, 2011

Riyadh, Saudi Arabia



Consultant, UTC NEXIA International

Systems Technology Institute

STI EDUCATION CENTER

*Through its Board of Directors
by virtue of the authority granted by the Technical Education and Skills Development Authority
of the Republic of the Philippines
confers upon*

Randolph D. Dipon

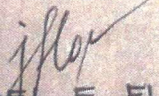
who has fulfilled all the requirements therefor

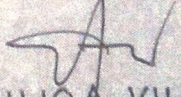
Applied Programming

with all the rights, honors, and privileges appertaining thereto.

*In testimony whereof, the seal of the college and the signatures
of the Academic Supervisor and the President are hereunto affixed.*

Given at PUERTO PRINCESA CITY, Philippines, *this* 1st *day of* APRIL,
in the year 2000 *under Special Order No.* 1002-1232 *series of* 2000.


MR. JOEL F. FLORES
Academic Supervisor


DR. EMILIO A. VILLARRUZ
President

