

Curriculum vitae

Robert Mendoza De Jesus

Present Address: Riyadh Saudi Arabia

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OBJECTIVES

Seeking job in a dynamic environment with growth of potential, where the creativity and team spirit, hard work, dedication and sincerity are appreciated. A well-established organization where I can utilize my professional skill to contribute and achieve professional goal of my employer.

PROFESSIONAL EXPERIENCES

1. Senior Support Specialist / Project Management Specialist

May 01, 2022 to January 14, 2026

Company: Nesma & Partners Cont. Co. Ltd
Al-Khobar, Saudi Arabia

Assigned at: Riyadh Area Office, Riyadh

Nature of Work

- Same as written below but now I am responsible for their duties and action.
- Monitoring colleague jobs
- Assisting employees/ suppliers etc
- Coordinating with the projects

2. Executive Secretary/ Admin Assistant / HR Coordinator/Support

March 01, 2014 till April 30, 2021

Company: Nesma & Partners Cont. Co.
Ltd Al-Khobar, Saudi Arabia

Assigned at: Riyadh Area Office, Riyadh

Nature of Work

- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Arrange Hotel reservations for the entire visitors including VIP in our area.
- Handling/Distributing cheque's for the supplier.
- Complete forms in accordance with company procedures.
- Making Online Appointment for the Passport renewal for entire Nesma Employees
- Receiving CV's from the applicants, assisting the In-charged during the entire date for Interview and i am the substitute if he fail to show in the scheduled date.
- Locate and attach appropriate files to incoming correspondence requiring replies. .
- Schedule and confirm appointments for employees.
- Set up and maintain paper and electronic filing systems for records, correspondence, and other material.
- Conduct searches to find needed information, using such sources as the Internet.
- Establish work procedures and schedules, and keep track of the daily work of clerical staff.
- Learn to operate new office technologies as they are developed and implemented.
- Operate electronic mail systems and coordinate the flow of information both internally and with other organizations.
- Order and dispense supplies.
- Prepare and mail checks.
- Provide services to employees.
- Review work done by others to check for correct spelling and grammar, ensure that company format policies are followed.
- Making expenses/medical claims for entire department.
- Operate office equipment such as fax machines, copiers, use computers for spreadsheet, word processing and other applications
- Provide full secretarial and admin support to the project team and department to ensure the smooth running of the department operations.
- Maintain records of GRO.
- Develop and maintain document control processes for the efficient management
- Maintain a proper and user friendly filing and document control system for recording and tracking of all documents for the department
- Assist to keep stock of stationary supplies for the department
- Perform data-entry, recording, printing and filing duties
- Undertake any ad-hoc admin duties as required
- Assist to check and verify staff claims and invoices.
- Prepare and raise purchases requisition for purchase of office equipment's for our department.

- Read and analyze incoming memos, submissions, and reports in order to determine their significance and plan their distribution.
- Open, sort, and distribute incoming correspondence, including faxes and email.
- File and retrieve corporate documents, records, and reports.
- Prepare responses to correspondence containing routine inquiries.
- Perform general office duties such as ordering supplies, maintaining records management systems.
- Preparing/Sending/Receiving all documents outgoing and incoming from the Head Office and all Nesma Project Offices.
- Interpret administrative policies and procedures for employees.
- In-charge for making all transmittals/letters going to H.O and Other Offices for the company.
- Covered the Procurement Officer during his vacation "Scheduling of Materials transportation from Riyadh to entire company projects.

Additional accomplishment

- Covered the place of Mr. Tahir Kazi Emp. # 1329 (Senior Accountant Olaya Tower Project) during his vacation (25 days) "**Prepared Expenses/Medical Claims for the entire Olaya Tower Project**".

3. Company Secretary

May 26, 2011-June 30, 2011

Company: Bader Al-Hussaini Sons & Company.
Berri Gas Plant, Jubail, KSA

Nature of Work

- Secretary of the Project Manager
- Preparing Timesheet of Manpower
- Controlling Documents
- Making/Typing Overtime Sheet for the Employee
- Typing Reports like Specification Bills of Quantity and Office Works.
- Preparing correspondences

4. Supervisor Hawiyah T&I NGL-3 Plant Shutdown

Badge/Employee I.D #: 8891398

Aramco Computer Access Username: *DEJESURM*

April 22, 2011-May 25, 2011

Company: Saudi Aramco Hawiyah NGL Recovery Plant
Hawiyah NGL Recovery Plant
Bader Al-Hussaini Sons & Company.

Nature of Work

- Taking instructions to the Supervisors Maintenance and Operation Division
- Giving the employee's safety tips regarding to the jobs they will perform
- Giving Instructions to the manpower as per order of the Operators and Maintenance Supervisors
- Assisting manpower if the jobs is not familiar to them
- Checking the jobs they performed as per order by the Operation and Maintenance Supervisors
- Preparing their Timesheets

4. Administrative Assistant / Secretary / Document Controller

Badge/Employee I.D #: *8891398*

Aramco Computer Access Username: *DEJESURM*

February 16, 2010 – April 20, 2011

Company: Saudi Aramco Haradh GOSP-3
South Ghawar Producing Department
Bader Al-Hussaini Sons & Company.

Nature of Work

- Preparing Timesheet of Manpower
- Preparing Invoices/Petty Cash
- Updating Pipe Line Project
- Making/Typing Request for Pipe Support
- Preparing Vacation/Exit of Employee
- Controlling Documents
- Typing Reports like Specification Bills of Quantity and Office Works
- Assisting Project Manager in preparing correspondences
- Making/Typing Overtime Sheet for the Employee
- Preparing correspondences

5. Administrative Assistant / Secretary / Document Controller

Badge/Employee I.D # *8891398*

Aramco Computer Access Username: *DEJESURM*

June 20, 2009 – February 10, 2010

Company: Saudi Aramco Hawiyah Gas Plant
Hawiyah Gas Plant Department, Maintenance Division
Bader Al-Hussaini Sons & Company

Nature of Work

- Secretary of the Maintenance Superintendent
- Receiving Calls and Fax for our Division
- Updating all Daily Report from Administrative Division
- Logging the Incoming Documents coming from other Unit/Division
- Logging the Outgoing Documents coming from coming from other Unit/Division
- Distribution of Incoming and Outgoing Document/Letters through their specified Unit/Division
- Mailing all Sick Leave that belongs to our Division
- Filling Leave Forms of Employee/Personnel to Folder
- Making Catering Letter for Building Maintenance Lunch Box
- Making Overtime Sheet for Building Maintenance Staff
- Making/Typing AC Shop Material Requisition
- Updating Work Requisition to be closed
- Preparing correspondences
- Input data of all Business Trips in our department.
- Controlling Documents
- Preparing Leave Application of Division staff
- Typing Reports like Specification Bills of Quantity and Office Works.
- Issue & verify all permits given to Contractors.
- Assisting Division Supervisor in preparing correspondences
- Preparing Work Requisition as per Request
- Making Notification for Building Maintenance
- Check and Update the Mail from Mail Office on a daily basis.

5. Administrative Clerk / Document Controller / Secretary May 15, 2006 – May 22, 2009

Company: Department of Education
Division of Bulacan, Malolos City

Nature of Work

- Clerk for the Supervisor that assigned in all Private Schools in our Division
- Encoding the enrollment of all private school in our Division

- Checking the Permit to operate of all Private Schools in our Division
- Preparing the materials used in Specials Examination/Events
- Preparing Endorsement letter going in the Regional Office
- Preparing the material request for our division
- Updating the numbers of teachers/drop-outs per Private Schools
- Preparing correspondence letter as per request

TRAINING / SEMINAR ATTENDED/ CERTIFICATE RECIEVED

1) Aramco Safety Orientation

Berri Gas Plant Department
Jubail, K.S.A. Saudi Aramco
Dated May 28, 2011

2) Certificate of Appreciation

Hawiyah Gas Plant Department
Maintenance Division, Saudi Aramco
Given on November 23, 2009

3) Letter of Appreciation

Hawiyah & Haradh Producing Division
Haradh GOSP-3, Saudi Aramco
Dated August 31, 2010

4) On Job Training (OJT)

200 hours
Department of Education
Division of Bulacan
City of Malolos, Bulacan
Dated January 23, 2006

5) 2X Employee of the Month - August 2013 & February 2019

Company: Nesma & Partners Cont. Co. Ltd
Al-Khobar, Saudi Arabia
Assigned at: Riyadh Area Office, Riyadh

6) 2021 Employee of the Year

Company: Nesma & Partners Cont. Co. Ltd
Al-Khobar, Saudi Arabia
Assigned at: Riyadh Area Office, Riyadh

7) Business Ethics Training

Company: Nesma & Partners Cont. Co. Ltd
Al-Khobar, Saudi Arabia
SCORE : 100%

OTHER SKILLS

- * Computer literate
- * Familiar in Some Computer Programs
 - ✓ MS Word
 - ✓ MS Excel
 - ✓ MS Power Point
 - ✓ MS Paint
 - ✓ MS Access
 - ✓ MS Outlook

PERSONAL PROFILE

Name : Robert M. De Jesus
Age : 45 Years Old
Date of Birth : October 22, 1980
Place of Birth : Guagua, Pampanga, Philippines
Gender : Male
Civil Status : Married
Height : 5'8 ½ ft.
Weight : 80 kg
Nationality : Filipino
Religion : Islam / Muslim

EDUCATIONAL ATTAINMENT

Tertiary : System Technology Institute (**S.T.I.**)
San Roque, Guagua, Pampanga
(Diploma for Computer Studies)

Secondary : Iba High School
Iba Hagonoy, Bulacan

Primary : Guagua National Colleges
Guagua, Pampanga

CONTACT REFERENCES:

- 1) **Abdul Karim Al-Humaid**
Riyadh Area Manager
Nesma & Partners Cont. Co. Ltd
Riyadh Saudi Arabia
Mobile # 055 626 2111
- 2) **Yousif T. Al- Musa**
Badge # 121658
Operation Foreman
South Ghawar Producing Department
Hawiyah & Haradh Producing Division
Haradh GOSP-3, Saudi Aramco
Tel. No. 03-576-7300
- 3) **Faisal A. Al-Odah**
Badge # 216501
Maintenance Superintendent (acting)
Hawiyah Gas Plant Department
Maintenance Division
Saudi Aramco
Tel. No. 03-576-9440
- 4) **Consuelo B. Del Rosario**
Education Supervisor
Private Schools
Department of Education
Division of Bulacan
City of Malolos, Bulacan
Tel. No. 044-662-7998