



# Retchie Saberon

## Administrative Assistant

Performance-driven Administrative Assistant with over 9+ years of extensive experience in performing diverse administrative functions to support day-to-day operations. Ability to multitask, manage complex schedules, and quickly grasp new concepts to help organizations thrive in a fast-paced environment setting. Specializes in problem-solving, critical thinking skills, customer relationships, time management, and communication.

✉ retchiesaberon09@gmail.com

☎ +971 556238419

📍 Dubai, UAE

## WORK EXPERIENCE

### Admin Clerk-Secretary

#### Saudi Aramco

04/2017 - 04/2022

Dhahran City, Saudi Arabia

Oil & Gas

#### Achievements/Tasks

- Served as Supervisor's secretary, used SAP ERP System to create service ticket for logistics business transactions, payroll reports, and other related services operations.
- Evaluated incoming shipments for quality issues and processed unacceptable materials and equipment for return.
- Led and implemented standardized processes to control supply and inventory management for audit purposes.
- Issued work orders such as Preventive Maintenance (PMs) and Corrective Maintenance (CMs) when requested by Mechanical and Electrical Engineers.
- Created organized filing system to enhance office operations and to manage client correspondence, record tracking and data communications.
- Processed monthly payroll reports for 25+ employees for direct-hired and sub-contractor.

Contact : derrick.smith@aramco.com - Supervisor

### Administrative Assistant

#### Therma Mobile, Inc. - OIL BU, AboitizPower

08/2012 - 03/2017

Navotas City, Philippines

Power Generation/Distribution

#### Achievements/Tasks

- Edited and created powerpoint slides for the Manager's monthly presentations.
- Created Purchase Requisitions using ORACLE system to order materials and equipment requested by the Planning, Mechanical and Electrical Engineers.
- Prepared Requisition Issuance Slip (RIS) to request and pick-up materials from the warehouse.
- Daily tracking of Purchase Order using ORACLE system by working with Procurement team.
- Assigned to process Expense Reports, Reimbursements, Petty Cash, Cheques, and Cash Advance in coordination with the accounting department.
- Issued gatepass for the repair of Power plant equipment like boiler, steam turbine, generator, miscellaneous auxiliaries, and other parts.
- Encode all Power plant equipment and its component in MAXIMO system for easy searching when ordering the specific units.

Contact : francis.pepito@aboitiz.com - Maintenance Manager

## SKILLS

Microsoft Office

Microsoft Outlook

SAP ERP System

ORACLE

MAXIMO

Communication

Database Management

Time Management

## EDUCATION

### Bachelor of Science in Computer Science

#### Navotas Polytechnic College

06/2007 - 04/2011

Navotas City, Philippines

## VISA STATUS

Visit Visa Expiration date: 14th Dec. 2023

## INTERESTS

Reading books

Music

Video editing

Basketball