



Retchie Saberon

Administrative Assistant

Communicative administrative assistant with 10 years of office experience, specializing in records management, problem solving and planning. Adept in increasing productivity and relieving workloads of managerial staff in different industry. Proven efficiency with an ability to quickly learn and navigate any computer software program or office filing system.

✉ retchiesaberon09@gmail.com

☎ +971 556238419

📍 Dubai, United Arab Emirates

WORK EXPERIENCE

Administrative Assistant

Vectrus Systems Corporation

04/2022 - 08/2023

Doha, Qatar

Achievements/Tasks

- Collaborated 7 administrative assistants to collect their daily reports, discuss office procedure including maintaining files, and sending correspondence.
- Conducted basic accounting tasks, trusted to process confidential files, and escalated issues to the Site Manager.
- Planned and coordinated on-site and off-site meetings.

Contact : Maria Carr - maria.carr@vectrus.com

Admin Clerk

Saudi Aramco

04/2017 - 04/2022

Dhahran City, Saudi Arabia

Saudi Aramco is the world's largest oil producer. Officially known as Saudi Arabian Oil Company, it is primarily state-owned based in Saudi Arabia.

Achievements/Tasks

- Served as Supervisor's secretary and receptionist in the main building by using SAP portal application to support all aspects of production, customer service, and office management.
- Performed a range of administrative tasks and reception duties, such as handle all shipments, deliveries, and material orders.
- Trusted to analyze and interpret data in daily, weekly, and monthly reports, increasing productivity by 25% in a year.
- Problem solved for each department to maintain timely completion of parts and meet strict deadlines.
- Coordinated and scheduled all company meetings, appointments, interviews, and inspections.

Contact : Derrick Smith - derrick.smith@aramco.com

Secretary

Aboitiz Power

08/2012 - 03/2017

Pasay City, Philippines

Aboitiz Power is the holding company for the Aboitiz Group's investments in power generation, distribution, retail and power services.

Achievements/Tasks

- Served as a secretary in planning engineering department, initiating monthly timesheet for 45+ employees using Oracle application.
- Trained employees including new hire on how to use the Maximo and Oracle which helped to reduce workload by 30% every month.
- Acquired basic knowledge in accounting activities by preparing Cash Advance, Petty Cash, Expense Report, and collecting 10-20 cheques weekly.
- Collaborated to warehouse department to check delivered equipments and other supplies, resulting in a 98% accuracy.
- Evaluated Purchase Requisition and Order daily in purchasing department to update each status by follow-up designated supplier.

Contact : Francis Jonathan Pepito - francis.pepito@aboitiz.com

SKILLS

Strong Organizational Skills

Editing and Proofreading Skills

Scheduling Skills

Inventory Control Skills

Microsoft Excel

Microsoft Outlook

SAP Portal

Maximo Server

Oracle E-Business Suite

EDUCATION

BS Computer Science

Navotas Polytechnic College

06/2007 - 04/2011

Navotas City, Philippines