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# QUIAMCO, Niño Angelo A.

Mactan, Lapu-Lapu City Cebu Philippines

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## PERSONAL SUMMARY

A highly efficient training coordinator/document controller with the ability to manage and execute administrative, project, and executive support activities associated with the office of a core division or equivalent component of the company. Provides and/or oversees the provision of direct staff support to the office superior. Provide administrative services towards office staff, public relation, and other company sectors.

Experienced at the same time as an administrative officer particularly in company operation, accounts receivable, payroll administration and in logistics department. Have strong analytical skills to work and solve on mathematical analysis and problems.

## WORK EXPERIENCE

- **Email Support Representative** (January 7, 2023 – January 12, 2024)  
**Private – Ana Katrina Q Briones**  
**Portville Mactan Lapu-Lapu City**  
**Cebu Philippines**

### Job Description:

- Responding to customer queries in a timely and accurate way, via email or chat.
  - Identifying customer needs and helping customers use specific information.
  - Analyzing and reporting product problem.
  - Update our internal databases with information about product issues and useful discussions with customers.
  - Share feature requests and effective workarounds with team members.
  - Inform customers about new products and benefits.
  - Follow up with customers to ensure issues are resolved.
  - Gather customer feedback and share with our product.
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- **Project Owner** (February 5, 2023 – December 05, 2023)  
**OninProject Traditional Kustoms**  
**Hermag Village, Basak Mandue City**  
**Cebu Philippines**

### **Job Description:**

- Specializing in motorcycle design and modification.
- Looking for prospect clients for any motorcycle or auto vehicle parts project.
- Coordinating with clients for their custom or modification project.
- Finalizing the design of each project.
- Time to time updates to any progress for the client's project.
- Hands-on in doing all task for the project, from preparation to finish.
- Maintaining proper and clean workshop.
- Doing all parts and materials monitoring.

- **Storekeeper Admin/Procurement Officer** (October 10, 2016 to December 10, 2022)  
**Tadawi Medical Center (Health and Beauty Group)**  
**Old traffic Roundabout, Bin Omran Area Fareej Kulaib**  
**Doha, Qatar**

### **Job Description:**

- Plans and performs work that involves ordering, receiving, and inspects deliveries for damage or discrepancies.
- Take delivery of all incoming orders and reconcile with purchase orders.
- Track, document, and resolve any discrepancies on received orders.
- Ensure accuracy of the facility's inventory system by updating records of physical inventory totals, receipts, adjustments and returns.
- Ensure pharmaceutical items to have a long-time expiration date before receiving the orders.
- Responsible for packing, pricing, labeling and returning supplies.
- Entering all items received in the company system based on the purchase invoice for proper documentation.
- Keep up-to-date records of receipts, records and withdrawals from the stockroom.
- Contacting and coordinating suppliers related to orders and returns of supplies.
- Maintaining rotate of stocks and arranges for disposal of damages.
- Coordinating Accounts Department for payable transactions.
- Coordinates the handling of freight, the movement of supplies, and necessary minor solution.
- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control.

- **Administrative Officer/Logistic Officer** (November 3, 2015 – February 11, 2016)  
**The First Family Appliance Circle Corporation**  
**Building No. 65 Castilex Compound Cabanalan Mandaue City Cebu**

### **Job Description:**

- Implementing daily status monitoring on company operations and branches.

- Administers the day-to-day activities of the office; develops policies, procedures, and systems which ensure productive and efficient office operation.
  - Provides assistance and support to the superiors in management, development and execution of stated goals and objectives.
  - Supervises the work of employees in supporting roles, including assigning workload and monitoring employee performance.
  - Coordinates the disposition and/or resolution of individual problems and disputes involving department staff, employees, and other related associates.
  - Oversees the operation of office accounts, and plans and monitors expenditures; as appropriate, develops and/or coordinates budgets for the office and associated accounts.
  - Assists in the coordination, supervision, and completion of special projects, as appropriate.
  - Daily monitoring IN and OUT of warehouse stocks.
  - Preparing and sending stocks request to warehouse for branches.
  - Manages and directs the logistics program to include the areas of supply and transportation.
  - Reviews budget requirements of logistics activities.
  - Reviewing and giving approval for sales man incentives.
  - Analyzing related operation matters especially on branch staff or customer complaints.
  - Assisting on promotional activities.
  - Maintaining good coordination with the logistic department.
  - Receiving new stocks deliveries from suppliers.
  - Processing purchase orders of clients.
  - Keeping warehouse in order and properly arranged.
  - Contributing annual sales and marketing department plan.
  - Supporting sales and marketing manager in all related department activities.
  - Performs miscellaneous job-related duties as assigned.
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- **Training Coordinator/Document Controller** (December 16, 2012 – December 30, 2014)  
**Riyadh Cables Group of Companies**  
**Industrial 2 Exit 16 Riyadh, Kingdom of Saudi Arabia**

**Job Description:**

- Assist training manager and training engineer in their routine activities in the department.
- Organizing, preparing agendas for, and taking minutes of board meetings.
- Make training reports and other auditing file to be used in any **BASEC/ISO** surveillance visit.
- Ensure all documentation provide is as per quality formatting requirements most especially **BASEC/ISO** and inter-company surveillance visit.
- Control all aspects of project documentation on multiple simultaneous projects, utilizing various control methods/systems.
- Prepare, operate and update department procedures in line to company's policy, regulation and management system.
- Monitoring changes in the business legislative and regulatory environment.
- Providing advice to colleagues and senior managers on administrative matters.
- Maintaining statutory books i.e., registers of members, directors and secretaries.
- Updating and maintaining all licenses and Companies House records.

- Ensure the right and proper document given to each project/assignment for the department.
- Work in strict co-operation with department manager to ensure project progress status integration.
- Dealing with correspondence.
- Developing and implementing admin policies and procedures to improve efficiency.
- Preparing and filing dormant accounts.
- Prepare and maintain training documents for new and all existing employees of the company.
- Drafting minutes within set timeframes.
- Reporting in a timely and accurate manner on company procedures and developments.
- Prepare scheduling for interview appointments for new recruit employees.
- Organize and coordinate for any in-house or external training for the employees of the company.
- Present weekly, monthly, and yearly report for department activities.
- Provide miscellaneous projects or special assignments requested by the manager.
- Ensuring the company complies with standard legal practice and maintains standards of corporate governance.

## **SPECIAL SKILLS AND INTEREST**

- **Computer Skills**
  - Microsoft Word
  - Microsoft Excel
  - Microsoft PowerPoint
  - Microsoft Visio
- **Internet Savvy**
- **Driving Skills**
- **Motor Vehicle Repair and Modification**

## **EDUCATIONAL ATTAINMENT**

**Diploma in Practical Nursing (March 2010)**  
**Asian College of Technology**  
**N. Bacalso Avenue corner Leon Kilat Street**  
**Cebu Philippines 6000**

## **PERSONAL INFORMATION**

Age : 33 years' old  
Date of Birth : April 5, 1990  
Place of Birth : Cebu City  
Sex : Male  
Weight : 130 lbs.  
Height : 5'5"  
Civil Status : Single  
Citizenship : Filipino  
Religion : Roman Catholic