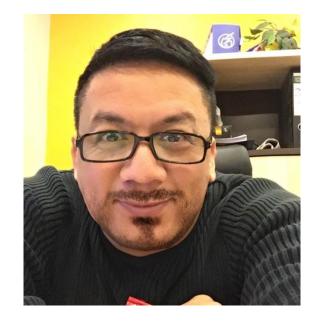
Mr. Aries B. Que Senior Executive Secretary (English Department) Project Coordinator / Purchasing Department Mobile: +966-13-0550053766

Email: aries@safety-innovations.sa.com



PERSONAL DATA:

Full Name: Aries Bagorio Que

Citizenship: Filipino

Career Summary - Highly organized, energetic and dedicated executive secretary strongly motivated to be of service putting much positive stance into every piece of work.

Objective – Looking forward to work in a professionally competent environment where my organizational and communication skills can be fully utilized to assist executives in daily tasks.

Key Skills

- Vast knowledge in Microsoft Office applications and other related office software.
- Microsoft Office Power Point, Word, Excel and Outlook
- SAP Environment
- Good verbal and written communication skills
- Positive attitude: Adaptable and Flexible

Work Experience:

SAFETY INNOVATIONS COMPANY

Executive Secretary

2012 - Present

Selected Contributions:

- Performing administrative duties of maintaining reports and providing support information.
- Assisting the executive in preparing reports and presentations.
- Providing the top management with all the required information on time.
- Performing smooth daily office routine.
- · Assisting customer relationship.
- Preparing daily office transactions.

Office Performance:

- Acting as a communication link between the clients and the executive.
- Performing clerical functions whenever required including receiving guests and sorting general queries.
- Receiving clients on behalf of the director/manager and assisted them in solving common problems.
- Preparing agendas for the seniors on a daily basis.
- Maintaining a cordial relation with the whole department.
- Acting as Human Resource Assistant conducting recruitment between applicants and recruitment agencies.
- Surveying current price listing in the market and searching for qualified suppliers.

Previous Employments:

- Alrobaian Advertising Company / Dammam, Saudi Arabia (1998-2012)
- Mawarid Foods Industries / Khobar, Saudi Arabia (1993-1997)
- Automatic Centre / Blims Furniture/ Manila, Philippines (1987-1993)
- SM Department Store / Manila, Philippines (1985-1987)

Notable Strengths

- Excellent knowledge of HR policies and procedures for staff selections.
- Well versed in documentations, ticketing and flight reservations.
- Energetic and cooperative Adept at motivating others, and leading through example.

Education

 Bachelor of Science in Business Administration with a concentration in Business Management.