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PROFILE SUMMARY

Highly motivated and 14+ years of experience in the Oil and Gas Industry with a proven track record in Operations, Engineering and Management. Seeking a challenging experience where I can apply my skills and experience in a new role.

WORK EXPERIENCE

1.) Laboratory Technician Gas & Oil Field Services Company From Nov. 03, 2021, till date

- ♣ Download/Program DATA of memory gauges and create data analysis reports into software MEMLOG MPS and send to KOC & WJO on time.
- ♣ Responsible for handling and preparing hazardous chemical solutions, reagents, and apparatus for conducting laboratory tests by following Standard Operating Procedures (SOP's) and analyzing test results.
- ♣ Perform Chemical Testing for the following:
 - i. **SOIL** testing for the determination of potential of hydrogen (pH), Calcium carbonate (CaCO₃), Sulphate and Chloride.
 - ii. **WATER** testing for the determination of Chloride Content Ion (Cl-) using Silver Nitrate (AgNO₃).
 - iii. Concrete and aggregates testing for the determination of sulphate (SO₂) and chloride content (Cl).
- ♣ Follow strict safety procedures and safety checks to ensure a safe environment.
- ♣ Track all expired/damaged memory gauges, pressure gauges & Lithium batteries for calibration or re-certificate.
- ♣ Processed and submitted invoices obtained approval through Well Surveillance Management System (WSMS) for KOC & forward to account.
- ♣ Prepare the gate passes renewal for KOC and Wafra Joint Operations including staff, vehicles/equipment's.
- ♣ Assist all internal and external HR related inquiries or requests such as updating employee records, personal requests, vacation leave, overtime, monthly time sheets.
- ♣ Prepare Material Request through Dynamic Software & send to Procurement Dept.

2.) Secretary – Operation Dept.

IMAR Interiors for General Building Co. Kuwait

From Nov. 19, 2019, to Nov. 01, 2021

- ♣ Provide full secretarial support to Management and Project Team.
- ♣ Maintained construction documentation, project plans and files.
- ♣ Assist all internal and external HR related inquiries or requests such as relocation of site staff, updating employee records, vacation leave, overtime, monthly time sheets etc.
- ♣ Maintain and update the Engineering Work Order Logs Requirements i.e Material Submittal & Samples, Inspection Request (IR), Material Inspection Request (MIR), etc.
- ♣ Processed vendor invoices, obtained approval, and forwarded to accounting.

3.) Executive Secretary

Heavy Engineering Industries & Shipbuilding Co. Kuwait

From June 19, 2016, to Aug. 31, 2019

- ♣ Provide full secretarial support to the Operations Manager and department to ensure the smooth running of the operations.
- ♣ Responsible for the scheduling and coordination of meetings/events.
- ♣ Managed calendars arranged travel/accommodations & prepared expense reports.
- ♣ Performing administrative tasks such as writing emails, creating memos & drafting.
- ♣ Prepared/distributed all correspondence concerning meetings of the project.
- ♣ Filed paperwork and organized computer-based information.
- ♣ Being the face of the company for anyone entering the office.

4.) Project Secretary

Palms Agro Production Co. Kuwait

From June 01, 2011, to June 08, 2016

- ♣ Provided administrative support to the Contract Managers.
- ♣ Handle all incoming and outgoing correspondence.
- ♣ Assist all internal and external HR related inquiries or requests such as relocation of site staff, updating employee records, vacation leave, overtime, monthly time sheets.
- ♣ Maintain & update the Engineering Work Order Logs Requirements.
- ♣ Support to organization of procurement processes including preparation of Request for Quotation, Initiations to Bid, Requests for Proposal.

EDUCATION

- ♣ Certification in Business Management (Skills & Leadership Development) at Master Class Management Organization (Distance Learning) Year 2019
- ♣ Diploma - Basic Education Curriculum Prescribed for Higher Secondary School Norala National High School, Republic of the Philippines
From June 1996 to March 2002

SKILLS

- ♣ Knowledge of laboratory techniques, safety, environmental, and regulatory standards.
- ♣ Experience in operating electrical and nonelectrical laboratory apparatus/equipment and potentially dangerous substances.
- ♣ Experience and knowledge in Oil & Gas Operations, field activities and office administration/clerical works.
- ♣ Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook) and knowledge in AutoCAD.
- ♣ Attention to detail to ensure accuracy in recording, analyzing, and interpreting data.
- ♣ Interpersonal skills to work with a team of technicians, chemists, and other professionals in the laboratory environment.
- ♣ Ability to work independently or in a team environment.