

**Mr. Aries B. Que**

Senior Executive Secretary (English  
Department)

Project Coordinator / Purchasing  
Department

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**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.