

Juskaran L. Buted

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OBJECTIVE

To obtain a position on a competent and reputable firm that enables me to apply the knowledge and skills I have gained through my education and related experiences; to ensure constant learning and provide professional growth.

Premier Foods Industries LLC, Riyadh, Saudi Arabia

Nov 2019 – Nov 2021

Admin Assistant/Maintenance Planner

- Responsible for the preparation of Engineering staff timesheet.
- Participate and prepare answers and documentation to any quality audit, internal and external audit.
- Responsible for collection of Daily Accomplishment report and checking of filled-up monitoring/inspection data sheet and gate pass.
- Filling all Engineering documents, including hard copy extracted from SAP FIORI, SAP Success Factor, S4hana and ETQ Reliance System.
- Secure and maintain cash flow records and expenses through Skelta System.
- Responsible for payment follow-up to Accounts for the supplier and contractors both Local and Export. Tracking from PR, PO, invoices and GRN, until payment has been done.
- Maintain fixed assets records.
- Preparation of Engineering procedures, Forms/Templates and uploading to ETQ Reliance System.
- Maintain a record of suppliers/vendor list with corresponding quotation, purchased requisition, purchased order and goods receipt slip/GRN through excel monitoring.
- Monitoring of Routine/Corrective, Breakdown and Preventive Maintenance through S4Hanna system.
- Create procedural manuals that explain how to do certain tasks.
- Prepare preventive maintenance plans that are aligned with the organization's maintenance goals and generate work orders.
- Coordinate with maintenance staff, contractors, and external vendors.
- Assist and support maintenance manager.

Specialized Industrial Services CO. LTD. (SISCO), Jubail, Saudi Arabia

Feb 2017 – Feb 2019

Document Controller/Admin Officer

- In-charge in the management of project site office and personnel administration to ensure the smooth coordination within the organization.
- Responsible for the preparation of time sheet of more than five hundred employees.
- In-charge of overall document filing and record keeping.
- Facilitated and set appointment dates, meetings, conferences, etc., with outside parties and recorded minutes of the meeting.
- Maintain a variety of employment file and records (e.g. applicants IQAMA, Medical Cards, ATM Cards, Company ID, vacation/exit application, etc.) for the purpose of compiling pertinent employee information, ensuring accuracy of employee's records, maintaining eligibility for position and complying with mandated requirements.
- Prepare variety of reports, memo, and related documents for the purpose of providing documentation and information.
- Cater and assist employee concern.
- Performed other administrative and clerical tasks as may be assigned.

Reta Drug Distributor, Nueva Vizcaya, Philippines

Nov 2015 – Jan 2017

Accounting Staff

- Responsible in monitoring travel allowances and petty cash fund of seven branches including main office through liquidation system.
- Receiving, cross checking of cheque and it will enter to the bank reconciliation system.
- Preparation of deposits and withdrawal slips and in charge to go to different bank and other government offices to process or negotiate transaction which is related to finance.
- Acts as disbursement officer and keep records of disbursement for petty cash replenishment.
- Monitoring of phone bills and preparing of payment.
- Representative in accounting department for the orientation of newly hired employee to discuss accounting concern.

ASA Philippines Foundation Inc., Bataan, Philippines

Apr 2014 – Oct 2015

Loan Officer

- Responsible for orienting of new clients.
- Processing of loans including its supporting documents and collection/monitoring of payment.
- Handling more than one hundred clients with unique passbook.
- Maintains a record of received cash into soft and hard copy.
- Conduct houses visit to suitable clients for the preparation of loans.
- Releases cash money to various clients who is qualified to loan.
- Crossed checking, record keeping of Loan Disbursement Monitoring Report (LDMR).
- Filing and safe keeping of all documents for easy retrieval.

EDUCATION

AMA University, Quezon City, Philippines

Undergraduate

Bachelor of Science in Business Administration, Major in Management Information System

- Thesis Title: Technology Advancement in Time of Pandemic in Singapore Airlines

Isabela State University, Ilagan City, Philippines

April 2014

Certificate in Computer Programming

- Awards: Socio Cultural Awardee of the Year

Sgt. Prospero G. Bello High School, Jones Isabela, Philippine

School Year 2006- 2007

High School Diploma

- Awards: Second Honorable Mention

Delfin Albano Central School, Delfin Albano Isabela Philippines

School Year 2002-2003

Elementary Diploma

SCHOOL ORGANIZATIONS

President

Student Body Organization(SBO), SY 2006-2007

Sgt. Prospero G. Bello High School (Annex), Dumawing Jones Isabela, Philippines

President

English Club-IT Department, SY 2012-2014

Isabela State University City of Ilagan, Isabela, Philippines

President

Bachelor of Science in Information Technology, SY 2012-2014

Isabela State University, City of Ilagan, Isabela, Philippines

Ambassador

Rhythmic Society, SY 2012-2014

Isabela State University, City of Ilagan, Isabela, Philippines

SKILLS

- SWOT Analysis
- Programming- c++, HTML5, CSS3, JavaScript, React, Django and Python.
- Microsoft office- Power BI, Word, Excel, Outlook, PowerPoint, Access
- Video editing-Filmora 9

TRAINING AND SEMINAR

Premier Food Industries LLC

- FSSC 22000 Version 5: Internal Auditor Training
- Information Security Awareness Training.

AMA University

- Lean Six Sigma Foundation
- Conducting SWOT Analysis
- Excel 2016 Pivot Tables Conditional Formatting in Depth and Tips
- Implementing Supply Chain Management and Supply Chain Foundations
- Business Development Strategic Planning.

I HEREBY CERTIFY that the above information is true and correct to the best of my knowledge and belief.


JUSKARAN L. BUTED