

Personal Information:

Name: **Mr. Ruffy Alcover Somoso**
Home Address: **Richbelt Tower, Annapolis,
San Juan City, Philippines**
E-mail Address: **raffy51655@yahoo.com**
Mobile Number: **+639672659624**
Citizenship: **Filipino**
Height: **5' 4"**

Educational Attainment

I. University

- **Bachelor of Science in Psychology**
Mindanao State University
Tibanga, Iligan City, Philippines

II. Vocation

- **Automotive Technology**
Technical Education Skills Development Authority
Regional Training Center
Philippines

III. Certificates

- * Human Resource Management:
Personnel Effectiveness
- * Psychology in Legal Profession
- * Psychological Testing
Application in the Workplace
- * Educational Psychology
- * Psychological Testing in Tertiary Level:
Application of Psychological Testing in Tertiary Level

Other Skills

- Fluent English Communication skills both Speaking and in writing
- Typing speed: 60 words per minute
- Excellent Interpersonal and Organizational skills
- Proficient in Microsoft Office
- Able to speak broken Arabic
- Extensive IT and Computer knowledge in both Hardware and Software
- Team Player
- With Pro-Driver's License in Saudi Arabia and Philippines

Employment History

Company: **Confidential Company**
Manila, Philippines

Position: **HR Officer**
April 2023 to Present

Work Highlights but not limited to:
End to end recruitment process, issue memo onsite, conduct orientations, administer quarterly performance evaluation, determine remuneration packages for the workers and staffs, KPI, ensure and administer contract signing.

Curriculum Vitae

Company: **NESMA CONSTRUCTION COMPANY - WFH**
Dammam, Kingdom of Saudi Arabia

Position: **Talent Acquisition Specialist**
October 2021 to 2023

Work Highlights:
End to end recruitment of personnel working with Philippine Agencies.

Company: **Al Othaim Real Estate Company**
Office of the President/Property Department
Riyadh, Kingdom of Saudi Arabia

Position: **HR/Recruitment Staff/Executive Secretary**
October 2015 to October 2021

Work Highlights but not limited to:
Ensure Data availability in the Dynamics AX BMS system,
Dissemination of Executive Directives, English writer for the
Director and Managers. Organize meetings, write memo, minutes,
invitations, and agenda.

Company: **Arabian Education and Training Group**
Office of the International Development
Riyadh 11433
Kingdom of Saudi Arabia

Position: **HR/Recruitment Staff/Executive Secretary**
April 2009 to April 2014

Work Highlights but not limited to:
Recruitment of English Native Speakers (Canadian, Americans,
British, New Zealand, Australian, Kosovo, Slovak, and South
Africans), Handling English Online Recruitment Correspondence
and Internet-base Ads, Company and Agency Recruitment Contract
Modifications, Writing Memoranda, Visa processing, & Database
filing. Alert manager about cancelations or new meetings.
Maintain office procedures. Travel arrangements; prepares
itineraries; maintains travel vouchers and records.
Coordinate committees and task forces.

Company: **Department of Public Works and Highways**
Lanao Norte Engineering Department II
Seminary Drive, Pala-o, Iligan City, Philippines

Position: **Project Inspector**
January 2008 to March 2009

Work Highlights:
Project Survey, Project inspection, Provide administrative and
clerical support. Schedule meetings and arrange conference.
Manage travel and schedule. Handle information requests.
Prepare statistical reports. Manage spreadsheets. Prepare
confidential documents. Coordinates office management
activities. Determine matters of top priority. Prepare

Curriculum Vitae

agenda for meetings. Receive and relay telephone messages. Maintain hard copy and electronic filing system.

Company: **Iligan City Waterworks System
Construction Department**
Pala-o, Iligan City, Philippines

Position: **Project Inspector**
November 2005 to December 2007

Work Highlights:

Inspection of Administration and Government Projects, Quality Assurance Control, ensure compliance and proper implementation as per specified plan, Prepare Memoranda and Project Documentations.

Company: **Dr. Ray P. Sagge's Psychiatric Institution**
AGR Building, Mercado Street, Iligan City

Position: **Neuro-Psychiatric Examiner/Executive Secretary**
January 1997 to March 2004

Work Highlights: Administer Psychological Testing (IQ and Non-Language Tests) for Neuropsychiatric Screening. Performing various professional and management support responsibilities that are highly delicate and private. Planning and preparations for professional events and conventions.

Character References: (Available upon request)