

Ronald P. Soria

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Highly organized, self-motivated and determined with 11 years' experience in the field of Human Resources and Administrative Assistant role in Oil and Gas industries. Seeking to land the position as HR Assistant, Admin Assistant or Training Assistant in your respected organization where I can contribute and offer quality service and support through experience in administrative duties.



Summary Experience

➤ Human Resources and Admin Assistant/Training Assistant L&D

Crescent Petroleum Company (Oil & Gas)
Sharjah U.A.E. March 2009 to June 2020

- Maintaining employee records (soft and hard copies).
- Updating HR databases (e.g. new hires, separations, vacation and sick leaves).
- Assisting in payroll preparation by providing relevant data, like absences, bonus and leaves.
- Ensured effective communications and logistics for training administration.
- Resolved training and training department issues on time.
- Maintained talent reviews organizational charts and assisted with data consolidation.
- Performance Management using SAP ERP. FIORI & HANA modules.
- Employee learning, development, and training record keeping.
- Employee Relations & Compensation Benefits support.
- Communication between the company and employees.
- Perform all other tasks that may be assigned by HR, Admin, C&B and L&D team from time to time.

➤ Office Assistant

Future Motors LLC Dubai U.A.E.
March 2008 to March 2009

➤ Assistant Cook / Rider

Kitano Sushi — Makati City. Philippines
December 2006 to November 2007

➤ Warehouse Helper

Nutrition Center of the Philippines — Makati City, Philippines
1st to 3rd Quarter of Year 2006

Highlights

- Highly experience using SAP ERP, FIORI & HANA module.
- Proven strong customer service skills.
- Ability to work on own initiative and problem solve.
- Ability to deal appropriately with sensitive and confidential information.
- Ability to work effectively as part of a team.
- Works well under pressure and meets tight deadlines.
- A capable team player who is able to liaise with people at all levels.
- Easy going and approachable.
- Flexible, adaptable and open to change.

Education

- Associate Hotel and Restaurant Management
(College Level)
University of Manila
- Bachelor of Business Administration
(College Level)
University of Manila

Soft Skills Training Certificates

- Business Writing Skills
- Assertiveness Skills
- Medic First Aid (Basic)
- Advanced Buss, Writing Skills
- Achievement Focus
- First Aid & Building Evacuation Training
- Understanding Performance Management as a HR Professional