

Rene D. Bolaños

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**PERSONAL PROFILE**

Born in the Philippines on 31st December 1972, at the city of Sorsogon in the Bicol region. I came from a middle class reputable family; in addition with good educational background. My parents both served as government employee at the Commission on Audit, Provincial capitol of Sorsogon city.

My seventeen (17) years solid experience in the administrative field from esteemed organizations in the kingdom of Saudi Arabia and in the Philippines broaden my knowledge and equipped myself for any future business related tasks.

**CAREER PROFILE**

**Jul 2012 – Present**

***Real Estate Sales Supervisor* at VSM Realty –** Novaliches, Quezon City, MM Philippines

**Jul 2009 – Jun 2012**

***Personal Aassistant*** to the Owner and General Manager of ***Rawasi Architects and Consulting Engineers***, P.O. Box 52371, Jeddah 21563, Quoraish Street, Al Salamah District, Jeddah Saudi Arabia.

* Preparation of memos and all outgoing letters as per the CEO’s directives.
* Managing CEO’s personal accounts, credit cards, inter-bank, international transfers
* Scheduling meetings, accepting and/or rejecting appointments requests based on the availability of the department head.
* Travel arrangements, flight and hotel bookings
* File management and attending important calls addressed to the CEO
* Maintain employees file
* Providing support in the recruitment process
* Training of new staff

**Mar 2008 – Jun 2009**

***Executive Secretary***  to the Head of Insurance Business, ***The National Commercial Bank***, Head Office, Al Balad District, P.O. Box 3555, Jeddah 21481, Saudi Arabia

* Preparation and circulation of daily sales report to senior management team to ensure that the sales group is on their respective targets.
* Preparation of weekly sales reports.
* Preparation of memos and all outgoing letters as per the directives of department head
* Scheduling meetings, accepting and/or rejecting appointments requests based on the availability of the department head.
* Travel arrangements, flight and hotel bookings
* Processing requests of Insurance team that are approved by the department head relative to their vacation leave, sick leave, business cards, and miscellaneous claims thru emails and local networking.
* File management and telephone handling.

**Nov 1999 – Mar 2008**

***Department Secretary***, Commercial Division, ***Rabya Trading and Agriculture Company, Ltd***., Palestine Street, Mushrefah District, P.O. Box 5536, Jeddah 21432, Saudi Arabia

• Manages the needs of store showroom.

• Supervision of showroom and warehouse.

• Preparation of quotation, selling, introducing of materials to prospective clients, till ordering of imported goods from international suppliers.

• Answering all queries relative to materials specifications

• Preparation of all outgoing memos and letters in the commercial division.

• Follow-up orders, includes emails and international calls to suppliers and partners.

• Monitoring of container shipment from international suppliers, ensuring that the legalized documents in clearing the materials from the sea or air port are complete and properly stamped from the country of origin to avoid shipment demurrages and extra fees in the port authorities.

• Delivery of goods from the port to the project site or direct to the warehouse kingdom wide.

• Computation of landed cost and preparation of list prices as a guide for selling the materials.

• Inventory

**1997 - 1999**

***Administrative Assistant***, Plant Admin Billing Department, ***Goldilocks Bakeshop, Inc.,*** 439 Shaw Boulevard, Mandaluyong City, MM Philippines

**1995 - 1997**

***Sales Coordinator***, Production Department, ***Goldilocks Bakeshop, Inc***., 439 Shaw Boulevard, Mandaluyong City, MM Philippines

**1992 - 1993**

***Computer Programmer***, ***Semaphore Computer Systems, Inc***, A60 Northbay Shopping Complex, V-Luna St., Tondo, Manila, Philippines

**EDUCATION**

**Graduated** from the largest Information Technology–based education system in the Philippines, the STI College, where I earned my diploma in ***Business Systems Programming*** on 1992.