

Raniel Rovilla Bansil



Objectives:

To join a company that promotes excellence and professional growth among its employees, thus enabling me to fully maximize my potential and help me build a career that is based on continuous and professional development.

To share everything, I've learned in the field of computer, to widen my experience and gain more ideas, techniques and strategies in the World of Computer.

Personal Particulars:

ADDRESS : 671-A San Francisco St., Brgy. Hulo, Mandaluyong City
CELL PHONE NO. : +639495830047
DATE OF BIRTH : December 9, 1965
NATIONALITY : Filipino
EMAIL ADDRESS : rarer2b676@yahoo.com / raniel.bansil@gmail.com

Business Experience:

December 7, 2017 to Present

SAUDI ARAMCO (Community & Public Projects Department), Yanbu, Saudi Arabia – Engineering Aide/Document Controller (SMP-HAKA Sons Co.)

Yanbu Bachelor Housing Project

Description of Duties:

- Receives submittals every day, sign on it / stamp, and prepares internal transmittal for distribution of the documents to the employees who are going to review this.
- Log the received document in the Submittal Log, copy the electronic file and once the document has been reviewed, the document will be returned back to me and will prepare an outgoing transmittal for this.
- Once the contractor receives and has signed/stamped on this, I will log this again as proof that a particular document has already been received by the contractor and then file it.
- Scanning of Documents
- Correspondence typing, filing incoming and outgoing documents

January 19, 2016 to December 6, 2017

SAUDI ARAMCO (Community & Public Projects Department), Dhahran, Saudi Arabia – Engineering Aide/Timekeeper/Training Coordinator/Document Controller (SMP-HAKA Sons Co.)

Saudi Aramco: Public

CURRICULUM VITAE

EAST DAMMAM – I HOME OWNERSHIP PROJECT

Description of Duties:

- Receives submittals every day, sign on it / stamp, and prepares internal transmittal for distribution of the documents to the employees who are going to review this.
- Log the received document in the Submittal Log, copy the electronic file and once the document has been reviewed, I will prepare an outgoing transmittal for Mr. Majid's initial and then forward this to Mr. Edgard for his signature and afterwards it will be forwarded to the contractor.
- Once the contractor receives and have signed/stamped on this, I will log this again as proof that a particular document has already been received by the contractor and then file it.
- Review and Concur Timekeeping of SMP Employees
- Scanning of Documents
- Correspondence typing, filing incoming and outgoing documents
- Prepares correspondence, routes completed correspondence for signatures

January 29, 2015 to January 18, 2016

SAUDI ARAMCO (KAPSARC & Community Projects Department), Dhahran, Saudi Arabia – Engineering Aide/Timekeeper/Training Coordinator (SMP-HAKA Sons Co.)

Description of Duties:

- Review and Concur Timekeeping of SMP Employees
 - Responsible for Material requests through B2B system
 - Process Purchase Order especially if material requests are not available in B2B system and needs to order it from outside.
 - Scanning of Documents
 - Correspondence typing, filing incoming and outgoing documents
 - Prepares correspondence, routes completed correspondence for signatures
 - Attending to phone calls and jots down important messages for my colleagues
 - Process E-Leave & Travel requests of the employees within the Division.
 - Doing some follow-ups on email or telephone calls regarding software installation/purchase requisition, meetings & trainings.
 - Attending to employees' reimbursements.
 - Making Conference Room reservations.
 - Assists our Department Safety Coordinator if has presentations to make like for example in PowerPoint and some office applications.
 - Assists him also in updating the Key Performance Indicators (KPIs) online every month.
 - Updating the Document Review Control regarding projects in the department.
 - Process U-Drive Service Request for our employees/colleagues.
- Assigned as the Division Training Coordinator. As training coordinator, I need to plan and track employees training to meet the Division Training goals and job requirements. Check/review planned development for employees in Individual Development Plan (IDP) and Talent Management System (TMS). Improve internal training process within the division (Plan Own Org Employees Training). Coordinate training offerings with concerned Business Administrator and employees within the division. Collect and review course nominations. Check/review eligibility of enrollment for nominees before booking (Keeping track of training events). Book/replace/rebook/cancel employees in planned training events. Training coordinator is allowed to maintain mentioned actions if the class is on "Planned Status" only. Follow-up attendance, make sure to eliminate cancellation or no-show. Generate different reports on training statistics and detailed for further analysis.
- Attended training courses for Training Coordinator like: Timekeeping Part 1, Timekeeping Part 2, E-8000 Initiators, Travel Assistant, Intermediate Microsoft Excel 2013 Intermediate, SAPBO Web Intelligence Reports, ShareK Content Managers, Intermediate MS Word 2013, Business Intelligence 7.3 for Info analyst, Purchase Order for Catering, Training Coordinator Workshop – TEM System, Microsoft Word 2013 Intermediate.

Saudi Aramco: Public

CURRICULUM VITAE

- Appointed as the Division Secretary effective November 15, 2015 replacing Bonifacio Cabalan as per the instructions of Mr. Fahad Marzoki.

August 23, 2014 to January 28, 2015

SAUDI ARAMCO (KAPSARC & Community Projects Department), Dhahran, Saudi Arabia – Engineering Aide/Timekeeper (SMP-HAKA Sons Co.)

Description of Duties:

- Review and Concur Timekeeping of SMP Employees
- Adheres to the policies and procedures of our division
- Maintains strict confidentiality of client, company and personnel information
- Demonstrates a strong commitment to the mission and values of the organization
- Adheres to company attendance standards
- Assist the Department as and when necessary, including but limited to:
 - Scanning of Documents
 - Received BI documents for Managers' signatures and keep track on these documents through the Department log system
 - Assists colleagues in updating their information in the Outlook using the Phonebook in the portal.
 - Assists my superior every time he has training especially the materials he needs in the training.
 - If there are requests like additional furniture or to replace a furniture, drawer keys copy, minor maintenance service and replacement of busted lights, I attend to this matter through CRM in the portal.
 - Sending & responding to all e-mails through the day
 - Assist my colleague in her Human Resources' works and needs to review all the policies regarding HR in the portal.
 - Making Conference Room reservations.

May 14, 2013 to January 15, 2014

STARTEK INTERNATIONAL LIMITED, ORTIGAS QUEZON CITY – Customer Service/Technical Support Representative

Description of Duties:

- Serves customers by providing product and service information; resolving product and service problems.
- Attracts potential customers by answering product and service questions; suggesting information about other products and services.
- Opens customer accounts by recording account information.
- Maintains customer records by updating account information.
- Resolves product or service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution.
- Maintains financial accounts by processing customer adjustments.
- Recommends potential products or services to management by collecting customer information and analyzing customer needs.
- Prepares product or service reports by collecting and analyzing customer information.
- Contributes to team effort by accomplishing related results as needed.

MAY 15, 2003 TO November 28, 2012

ZAMIL AIR CONDITIONERS / MIDDLE EAST AIR CONDITIONERS CO. LTD., Dammam, Saudi Arabia - Executive Assistant / Coordinator

Saudi Aramco: Public

CURRICULUM VITAE

Description of Duties:

- Assist colleagues in their various functions.
- Collect and analyze various market data, including the internal company data, analyze and prepare reports.
- Manage company contact database.
- Oversee direct mail campaigns.
- Convert all required literature (catalogs, newsletters, brochures, presentations, etc.) into electronic PDF file/s.
- Produce creative graphic designs as may be required for various image building tasks.
- Provide all assistance as may be required to co-employees.
- Manage all transactions of my colleagues with both internal and external publics. Maintain a record of the same.
- Manage smooth running of all department resources – computers, printers, and other related hardware, camera...
- Manage all the spare parts requirements (orders) of our customers both in the kingdom as well as outside of the kingdom.
- Also responsible of shipping these parts to our customers both in the kingdom and outside of the kingdom both through DHL Courier, air cargo and through trucks.
- Handles and manages spare parts database – this will include updating of the spare parts lists regarding part numbers.

NOVEMBER 21, 2001 TO FEBRUARY 21, 2003

S. C. MEGAWORLD CONST. & DEV'T. CORP. – Computer Encoder / Programmer

Description of Duties:

- Prepares different kinds of letters (e.g. proposal, memorandums, minutes of the meeting, etc.), accounts receivables, accounts payable, company profile. Prepares billing report, petty cash, payroll of the employees & other company forms.

JANUARY 09, 1996 TO NOVEMBER 5, 2001

TCGI ENGINEERS - Computer Programmer

Description of Duties:

Assists Systems Analyst in the following works:

- Administration and operation of the Computer Section; checking/printing of e-mails and web page designing.
- Scheduling, analyzing and developing different kinds of screen programs and reports.
- Improvisation of various software by using Database File Management System for Personnel and Accounting specific applications.
- Coordination with other office department in relation to computer requirements and utilization.
- Evaluation and analysis of various computer hardware and software for future office requirements.
- In-house computer hardware and software orientation and training for staff members concerned.
- Schedule works priorities for Computer Technicians in up keeping in-house and project's computer units and oversees works' progress.
- Assist computer users in the application of in-house improvised/developed software.
- Develop technical programs and format (Cost Estimates, Cost Breakdown, Manning Schedule, etc.) for Engineers and non-technical module programs (Cost of Services, Manpower Hiring Schedule) to make their works more convenient.
- Assist Computer Encoders in the usage of computer and software.
- Monitor intermittently various computer hardware and software operation and effect inputs to obtain desired outputs.
- Prioritize Computer Typists' work schedule and monitor daily output/progress.

OCTOBER 24, 1995 TO DECEMBER 15, 1995

PHIL. LONG DISTANCE TELEPHONE COMPANY - Computer Operator

Saudi Aramco: Public

CURRICULUM VITAE

Description of Duties:

- Encode and / or inputs needed data or information in order to obtain desired outputs as well as to maintain the machine by making minor adjustments and repairs.
- Encode different kinds of reports and designs different kinds of Forms.

MARCH 02, 1990 TO SEPTEMBER 30, 1995

INFO TECH COMPUTER SCHOOL - Computer Instructor/Programmer

Description of Duties:

- Operate IBM-XT & AT Compatible microcomputers using Application Program Software and other Software Languages.
- Teach various computer courses particularly in computer programming.
- Conducted lectures and hands-on-training.
- Work simultaneously as a programmer to develop simple programs like Listing of Attorney's clients, Inventory of Grocery Items, etc.

MAY 04, 1989 TO FEBRUARY 20, 1990

METRO DATA COMPUTER SCHOOL - Computer Instructor/Programmer

Description of Duties:

- Operate IBM-XT & AT Compatible microcomputers using Application Program Software and other Software Languages.
- Teach various computer courses particularly in computer programming.
- Conducted lectures and hands-on-training.
- Work simultaneously as a programmer to develop simple programs like Inventory, Payroll Program, etc.

NOVEMBER 10, 1986 TO APRIL 19, 1987

SOLAR PLASTICS CORPORATION - Accounting Clerk

Description of Duties:

- receive and record invoices and arrange payment
- prepare and send invoices to debtors
- check and process loan applications
- prepare regular reports and summaries of accounting activities
- prepare financial statements and debtors' listings
- check customers' credit ratings
- verify recorded transactions and report irregularities to management
- prepare reconciliations of accounts
- record and put together summaries of the financial transactions of a business or other organization for management purposes

Education:

- **Advanced Computer Programming**
Metro Business College (Formerly Metro Data Computer College) – 1986 to 1987
- **Basic Computer Programming**
Datamex Institute of Computer Technology – 1986 to 1987

Saudi Aramco: Public

CURRICULUM VITAE

- Manila
- **Tertiary – Bachelor of Science in Commerce, Banking & Finance**
Far Eastern University – 1983 to 1986
Manila
- **Secondary**
Far Eastern University – 1979 to 1983
Manila
- **Primary**
Juan Sumulong Elementary School – 1973 to 1979
Pasay City

Professional Qualifications:

- Can work with extreme pressures
- Ability to cope with heavy workloads and meet deadlines
- Ability to Work in a Team Structure
- Ability to Verbally Communicate with Persons Inside and Outside the Organization
- Ability to Make Decisions and Solve Problems
- Ability to Obtain and Process Information
- Ability to Plan, Organize and Prioritize Work
- Ability to Analyze Quantitative Data

Professional Skills:

- **Computer Server Platform Used** – Systems, Applications and Products in Data Processing (SAP) / Oracle (JAVA)
- **Computer Application Software/Languages**
 - Windows 10, Windows 8, Windows 7, Windows XP/2000, Windows 95, Windows 3.11 & 3.1, MS-DOS 6.22
- **Programming Software**
 - Clipper Summer '87, FoxBASE+/FoxPro/Visual FoxPro, Visual Basic, Dbase III+, Basic Language, ANSI Cobol, Fortran 77, Assembly Language (Macro), Pascal
- **Spreadsheet Software**
 - Microsoft Excel, Lotus 1-2-3 w/ Allways, Impress & WYSIWYG, Lotus for Windows, Quattro/Quattro Pro, Symphony, Framework III
- **Word Processing Software**
 - Microsoft Word, Word Perfect 5.0/5.1/ for Windows, WordStar 4.0/5.5/6.0/8.0
- **Utility Software**
 - Microsoft Windows ver. 3.xx, Windows '95/'98 and Windows NT ver. 4.0, SideKick Plus, PC Tools+, Norton Utilities, Disk Manager, Windows Commander, Winzip/PicoZip
- **Internet/Fax Modem Software**
 - HTML/Web Site Promotion, FTP (File Transfer Protocol), Microsoft Outlook Express, Netscape Navigator ver. 3.0, Internet Explorer, Google Chrome, Mozilla Firefox, Eudora Light/Pro, Outlook, TCP Manager
- **Project Management Software**
 - SureTrak, Primavera Project Planner (P3)
- **Other Software**
 - Harvard Graphics, Print Master+, Print Artist, Instant Artist, Print Shop/Adobe Photo Shop, Banner Mania, Microsoft Access, Microsoft Publisher, Microsoft Front Page, Microsoft PowerPoint, Star Office 5.2, AutoCAD, HP Desk Scan, Adobe Acrobat, PageMaker, Adobe Illustrator, Adobe In Design ver. 2

Professional Training:

Saudi Aramco Training Courses (E-Learning)

- MIS IS-01e: Information Security Essentials
- Social Media: Social Media and You

Saudi Aramco: Public

CURRICULUM VITAE

- Fire Safety Awareness / Industrial Fire Safety Awareness
- Hazard Recognition
- Injury Reporting and Investigation
- HR TM-04e: OT/ADL Timesheet for Timekeeper
- HR TM-03e: OT/ADL Timesheet for the Employee
- e-DA Driver Awareness
- Getting Started with Excel 2010
- Using Basic Formulas in Excel 2010
- Using Basic Functions with Excel 2010
- Getting Started with Powerpoint 2010
- Visually Enhancing Powerpoint 2010 Presentations
- Getting Started with Outlook 2010
- Working with Contacts in Outlook 2010
- Using the Calendar for Appointments, Events and Meetings in Outlook 2010
- Using Advanced Slide Show Tools in Powerpoint 2010
- Creating and Working with PDFs in Adobe Acrobat 8
- Editing and Reviewing in Adobe Acrobat 8
- Material Gate Pass Executor-ISO Staff
- Order Processing with B2B
- HR TM-01e: Timekeeper
- HR TM-02e: Timesheet Workflow Approval Process
- HR PA-01e: e-Leave Initiators
- HR PA-02e: e-Leave for Approver
- SCM B2B-01e: Shop Using B2B – User
- HR ET-07e e Travel Reports for Organizations
- HR ET-01e: Traveler
- Using Multimedia and Animations in Powerpoint 2010
- Moving and Getting around in Excel 2010
- Applying Basic Data Formatting in Excel 2010
- Moving Data and Modifying Worksheets in Excel 2010
- Reviewing and Protecting Content in Excel 2010
- Saving, Sending and Printing Excel 2010 Workbooks
- Customizing Visual Elements in Excel 2010
- Organizing Data and Objects in Excel 2010
- Verifying Excel 2010 Data and Formulas
- Manipulating Formulas and Using Forms in Excel 2010
- Inserting Basic Charts in Excel 2010
- Pivot Tables and Pivot Charts in Excel 2010
- Basic Life Saving Safety Training Course / Heartsaver First Aid with CPR & AED (Classroom Course)
- Using Conditional Formatting, Tables and Spark Lines in Excel 2010
- Adding Images to Presentations in Powerpoint 2010
- Preventing Struck-By/Caught-In-Between Incidents
- HR EL-01e: Leave Management for Timekeepers
- Fall Protection Requirements
- PM – Safety Management System Overview & Implementation
- Safety Handbook I – Emergency Actions – Introduction-LP Policy and Safety Responsibilities
- Safety handbook II – Basic Safety Rules
- Safety Handbook III – Operational Safety Processes
- Safety Handbook IV – Safety Topics
- Effectively Communicating in Teams
- Enhancing Listening Skills
- The Fundamentals of Effective Thinking
- Emotional Intelligence in the Workplace

Saudi Aramco: Public

CURRICULUM VITAE

- Handling Conflict
- Resolving Conflict with Communication Skills
- Communication Skills
- Conflict, Stress and Time Management
- Working for your Inner Boss: Personal Accountability
- Telephone Skills: Determining Caller Needs
- Telephone Skills: Hall of Shame
- Telephone Skills: How to Handle the Irate Caller
- Telephone Skills: On Incoming Calls
- Telephone Skills: The Five Forbidden Phrases
- Electrical Hazard Recognition Recertification e-Learning
- Back Safety
- Near-Miss
- HAZCOM – Chemical Hazard Awareness Training
- HR TEM Training Coordinator (SAP)
- Performing Basic Tasks in Word 2013
- Understanding Contractor Safety Administrative Requirements
- Job Safety Analysis
- Reporting and Processing Near Miss (SAP)
- Reporting Safety Observation
- Reporting Minor Incident
- Reporting Major Incident

Saudi Aramco Training Courses (Classroom)

- Adobe Acrobat 9.0 Pro (October 22-23, 2014), Computer Training Center, Dhahran, Saudi Arabia
- Travel Assistant (September 7, 2015), Computer Training Center, Dhahran, Saudi Arabia
- E-8000 Initiators (September 8, 2015), Computer Training Center, Dhahran, Saudi Arabia
- Timekeeper Part 1 (September 9, 2015), Computer Training Center, Dhahran, Saudi Arabia
- Timekeeper Part 2 (September 16, 2015), Computer Training Center, Dhahran, Saudi Arabia
- MS Excel Intermediate 2013 (October 7-8, 2015), Computer Training Center, Dhahran, Saudi Arabia
- SAPBO BI. 4.0 Web Intelligence Reports (October 11-12, 2015), Computer Training Center, Dhahran, Saudi Arabia
- ShareK Content Managers (October 20-22, 2015), Computer Training Center, Dhahran, Saudi Arabia
- Purchase Order for Catering (November 4, 2015), Computer Training Center, Dhahran, Saudi Arabia
- Business Intelligence 7.3 InfoAnalys (November 11-12, 2015), Computer Training Center, Dhahran, Saudi Arabia
- Training Coordinator Workshop – TEM System (November 26, 2015), Computer Training Center, Dhahran, Saudi Arabia

Training Courses attended in the Philippines

- FST/PST/Academy Bay – Startek International Limited, May 14, 2013 to July 13, 2013
- Trainor's Training Course - Metro Data Computer School, August 15, 1988 to May 3, 1989

Language Spoken:

- English - Fluent
- Tagalog - Fluent

Saudi Aramco: Public
