

CHESTER R. VENTURA

CURRENT ADDRESS : Al Khobar, Kingdom of Saudi Arabia
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OBJECTIVE

To secure a better and challenging position that will utilize my years of experience and the opportunity to grow more professionally and personally. I offer strong social skills with thought leadership and integrity, excellent interpersonal, oral and written communication and presentation skills, functioning well both independently and collaboratively with an outgoing personality. My goal is to become a valued asset to the company.

WORK EXPERIENCE

February 5, 2014 - Present

Purchase Specialist • Al Kuhaimi Metal Industries Ltd
Dammam, Kingdom of Saudi Arabia
Tel # +966 13 847 2777

Job Description

- Managed end-to end procurement process, including sourcing, vendor evaluation and purchase order issuance.
- Negotiate pricing, payment terms and delivery schedules, achieving cost savings and favorable contract terms.
- Built and maintained strong supplier relationship to ensure consistent quality and timely deliveries
- Coordinated with inventory, production and finance teams to align purchasing with operational needs.
- Monitor market trends to identify cost-reduction opportunities and alternative sourcing options
- Maintained accurate procurement records, ensuring compliance with company policies and legal requirements.
- Utilized ERP Work Top system and MS Office tools for purchase tracking, reporting and analysis.

October 1, 2010 – January 16, 2014

Training Coordinator • Al Kuhaimi Metal Industries Ltd
Dammam, Kingdom of Saudi Arabia
Tel # +966 13 847 2777

Job Description

- Planned, and coordinated training programs to enhance employee skills, knowledge, and performance.
- Assessed training needs through surveys, interviews, and performance evaluations to develop targeted learning plans.
- Managed training schedules, resources, and logistics for in-person and virtual sessions.
- Maintained training materials, manuals, and learning content.
- Monitored and evaluated training effectiveness using feedback forms, assessments, and performance metrics.

- Collaborated with department heads and subject matter experts to align training with organizational goals.
- Maintained accurate records of employee participation, certifications, and compliance training.
- Coordinated onboarding programs for new hires to ensure a smooth transition into the organization.
- Managed training budgets, vendor relationships, and external facilitators.

August 2, 2007 – September 30, 2010

HR & Admin Secretary • Al Kuhaimi Metal Industries Ltd
Dammam, Kingdom of Saudi Arabia
Tel # +966 13 847 2777

Job Description

- Provided administrative and secretarial support to the HR and Administration departments, ensuring smooth daily operations.
- Managed employee records, prepared contracts, and maintained up-to-date HR databases in compliance with company policies.
- Assisted in recruitment activities, including job postings, scheduling interviews, and coordinating candidate communications.
- Prepared HR-related correspondence, memos, and reports with accuracy and confidentiality.
- Coordinated onboarding and orientation programs for new hires, ensuring seamless integration into the company.
- Handled leave applications including arranging flight tickets of employees' annual leaves; and management and employees business trips, attendance records, and benefits administration.
- Organized meetings, took minutes, and ensured timely follow-up on action items.
- Maintained office supplies, processed purchase requests, and liaised with vendors and service providers.
- Assisted in payroll preparation by gathering and verifying timesheets and attendance data including processing of the payroll if the Payroll Master is on leave.
- Ensured compliance with Saudi labor laws, internal policies, and health & safety regulations.

October 26, 2001 – March 7, 2007

F & B Secretary • Movenpick Resort Al Nawras
Fakieh Tourism Hospitality & Leisure Group
Jeddah, Kingdom of Saudi Arabia
Tel # +966 12 6555550

Job Description

- Provided comprehensive secretarial and administrative support to the Food & Beverage Manager and departmental team.
- Prepared and maintained correspondence, reports, and meeting minutes with accuracy and confidentiality.
- Coordinated departmental schedules, reservations, and event logistics to ensure seamless operations.

- Managed document filing systems, inventory records, and supplier communications.
- Assisted in budget tracking, purchase requests, and invoice processing.
- Handled phone calls, emails, and guest inquiries in a professional and timely manner.
- Ensured compliance with company policies and hospitality standards.

COMMUNICATION

With experience in different fields, I have honed my communication skills in both verbal and written communications with vendors/suppliers, team members and co-employees. I have extensive experience in preparing and responding to business correspondence and ensuring effective communication. My training in caregiving also improved my interpersonal communication with empathy, compassion and respect.

LEADERSHIP

I received the Leadership Award during the training in the Caregiving Program by demonstrating strong leadership skills in motivating my batch mates. With my HR & Admin experience I was able to provide guidance and support to our employees, set performance expectations, provide feedback and addressed issues as arise. And as a former elected local official and a Community leader, my interpersonal experience is wide and productive with evident projects and successful social events beneficial to my constituents.

OTHER SKILLS

Computer Literate: Microsoft Office (Word, Excel, Power Point); Micros POS (Point of Sale System); Worktop and BAAN System.

Food & Beverage Service (Casual and Fine Dining)

Nutrition and Meal Preparations (Cooking)

Plays Competitive Volleyball and Badminton (Doubles)

EDUCATION

**Bachelor of Science in Hotel & Restaurant Management
(College Level)**, University of Baguio
Baguio City, Philippines

High School - 1995

St. Rose Catholic School

Paniqui, Tarlac, Philippines

Elementary - 1991

Paniqui North Central Elementary School

Paniqui, Tarlac Philippines

CERTIFICATION

National Certificate II (NCII) in Caregiving

Technical Education & Skills Development Authority (TESDA)

Philippines, June 21, 2024

TRAININGS

Certificate of Attendance – Post Graduate Internship Program (200 hours)

Procure Hospital

Al Khobar, Kingdom of Saudi Arabia

October 27, 2024

Certificate of Attendance – NGT & Colostomy Management Workshop

Health Alliance Training Center

Al Khobar, Kingdom of Saudi Arabia

August 30, 2024

Certificate of Training – Care Giving Program (904 hours)

Health Alliance Training Center

Al Khobar, Kingdom of Saudi Arabia

May 24, 2024

BLS Provider (AHA) – Basic Life Support (CPR & AED) Program

Al Khobar, Kingdom of Saudi Arabia

April 20, 2024

Certificate of Attendance – Basic Wound Care Workshop (9 hrs)

Health Alliance Training Center

Al Khobar, Kingdom of Saudi Arabia

April 6, 2024

Certificate of Achievement- Internal Auditor Course

ISO 9001:2008 Quality Management System Awareness & Internal Audit Training Course,

Organized by Bureau Veritas, Head Office, Dammam, Kingdom of Saudi Arabia

October 10-12, 2009

Train the Leaders Workshop with Salient Saudi Labor Law Seminar

Sponsored by: The All Filipino Community and Sports Commission & The Philippine Embassy (POLO-ERO), Al Khobar, Kingdom of Saudi Arabia, November 21, 2008

AWARDS & MERITS

- ***Top 1 Awardee***
- ***Leadership Award***
- ***Best Practical Demonstration (BLS-AHA)***

Caregiving Program

Health Alliance Training Center

Al Khobar, Kingdom of Saudi Arabia

May 24, 2024

Outstanding Student (Top 1)

Generosity Class – Batch 1995

St. Rose Catholic School

Paniqui, Tarlac

Philippines

CHARACTER REFERENCES

Mr. Rizaldy Pagalaran

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"I hereby certify to the best of my knowledge that all the information contained herein are true and correct"



CHESTER REGINALDO VENTURA
Applicant