

Roldan Li



Experience

September 2017–Present

Engineering Coordinator • Fairmont hotel Riyadh

March 2014–May 2016

Staff Housing Coordinator & office Assistant • Evergreen Industrial

December 2008–January 2014

Office Coordinator • Liberty paper

Objective

- To acquire more challenges & obtain career achievement where can I apply my experienced and skills.

Seeking Position

- Engineering/departmental Coordinator
- Learning & development Coordinator
- Assistant Housing Manager

Software

- MS word / Excel / Power point / Outlook
- Fidelio Micros Control
- Opera
- Sidekick support
- Royal Service Management System (RSMS)
- Onex System (Payroll and attendance)

Education

Pamantasang Lungsod ng valenzuela, Philippines

- Bachelor of science in education major in mathematics
- Bachelor of business administration major in management
- Vocational in mechanical Engineering

Seminar

- Fires safety Fairmont Riyadh
- First aide Fairmont Riyadh



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Gender: Male

Age : 33

Born : November 23 1986

Others :

- Part of Pre-opening team (Fairmont Riyadh)
- Part of committee in learning & development



Skills & Responsibilities

- Prepare Departmental payroll
- Prepare Monthly roster
- Distributing and answering emails
- Develop policies to deal with
- Provide administrative support to departmental director
- Prepare preventive maintenance Schedule
- Prepare daily and monthly checklist for all equipment's
- Distribute the works to subordinates
- Train employee about the values and & culture of the company
- Ensure that all related tools are in the safe place and good condition.
- Prepare Monthly accrual report
- Prepare Monthly checkbook (budget)
- Prepare annual appraisal process
- Provide adequate supplies of stationary and ensures that the following forms are used and kept updated at all times
 - Time sheet
 - Purchase orders
 - Absent ,holiday, sick leave
 - Expense form
 - Cash advance
- Prepare Preventive maintenance chart
- Ensure completion of training for department
- Prepare P.O request and invoice
- Work closely with the purchasing and finance and accounting department to maintain and manage reports.
- Strong ability to multi task and self-supervised
- Maintaining general store organize and clean
- Implementing departmental and company policies ,process and Procedure

Sincerely,
Roldan Li

