

# Marson M. Perez

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 Riyadh, Saudi Arabia

## Personal Details

DOB: 31/12/1984  
Marital Status: Married  
Nationality: Filipino

## OBJECTIVE

"Highly motivated and results-oriented professional seeking a challenging position in administrative and secretarial where I can utilize my relevant skills and experience to contribute effectively to the growth and success of the organization. Eager to apply my strong characteristic and years of experience to make meaningful contributions and achieve both personal and company goals."

## SKILLS

★★★★★ Ability to Multitask  
★★★★★ Fast Learner  
★★★★★ Work Under Pressure  
★★★★★ Communication Skills  
★★★★★ Microsoft Office  
★★★★★ Data Analysis

## WORK EXPERIENCE

November 2022 – Present  
Executive Secretary at United Motors Group, Riyadh

- ❖ Provide high-level administrative support to the GCEO, managing calendars, scheduling appointments and coordinating meetings and conferences. Handle incoming and outgoing correspondence, including emails, letters, and memos, ensuring accuracy and professionalism. Maintain strict confidentiality of sensitive information and handle it with discretion and professionalism.
- ❖ Organize travel itineraries, accommodation, and transportation for executives and teams.
- ❖ Maintain and organize files, both physical and digital, ensuring that critical documents are readily accessible.
- ❖ Oversee office supplies, manage vendor relationships, and ensure smooth office operations.

## Certificates

 Personal Effectiveness – Level 1  
D'Amore – Mckim  
Northeastern University

 English for Business and Entrepreneurship  
Technical Education and Skills Development Authority (Tesda)  
Philippines "

November 2021 – September 2022  
Customer Service Representative at Alorica Philippines

- ❖ Answer incoming calls and address customer inquiries, complaints, or concerns in a professional and courteous manner.
- ❖ Listen to customers' issues, assess the situation, and provide appropriate solutions or escalate the issue to higher-level support if needed.
- ❖ Provide detailed information about products, services, promotions, or policies to customers.
- ❖ Accurately document customer interactions, including call logs, order details, feedback, and resolutions in the company's customer management system.

October 2018 – October 2019  
Executive Secretary at United Motors Company, Riyadh

- ❖ Provides both clerical and administrative support to the corporate service VP, either part of a team or individual.

- ❖ Organize travel itineraries, accommodation, and transportation for executives and teams.
- ❖ Handle sensitive and confidential information with discretion and integrity.
- ❖ Screen and prioritize phone calls, emails, and other correspondence. Draft, proofread, and edit documents as necessary.
- ❖ Act as a liaison between executives and clients or stakeholders, maintaining a professional and positive relationship.

March 2010 – September 2018

Secretary at Fawaz Alhokair Group, Riyadh

- ❖ Involve in coordination and implementation of office procedure and frequently have responsibility for specific projects and task and, in some areas. To oversee and supervise the work of junior staff.
- ❖ Organize travel itineraries, accommodation, and transportation for executives.

December 2007 – December 2009

Supervisor/ Team Leader at Geant Ltd.. KSA, Riyadh

- ❖ The primary function is to oversee a team of staff members. Also responsible for stock inventory and ordering. To ensure that all aspects of the store are always running smoothly.

November 2006 – October 2007

Coordinator at Zytron Manpower Services, Mandaluyong City

- ❖ Working as coordinator for the brands Corelle and Fyrex brand. In charge in a group of sales personnel within my area in terms of staff attendance, brand protocol and sales.

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## **EDUCATIONAL BACKGROUND**

### **Primary**

STI College Philippines

Bachelor of Science - Computer Science (BSCS)

June 2001 – April 2005

### **Secondary**

Luis Palad National High School

Diploma

June 1997 – April 2001