



Jerven Vergara

Bachelor of Science in Computer Science

With over a decade of experience, I bring a diverse skill set and a track record of success to any team. Currently, I'm an Administrative Assistant at TLD Arabia Equipment Services, where I manage documentation flow and contribute to procurement goals.

In my nine years at SGS - Saudi Ground Services, I worked as a ramp agent, administrative assistant, and roster specialist, handling operations, documentation, and more.

Prior to that, I served as a Sales Staff / Store Clerk at GOLDEN ABC, Inc., excelling in customer service and inventory management. My background reflects strong administrative skills, data analysis, and adaptability in dynamic environments.

Contact

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Sta. Isabel Village

Education

Mar 2006 – Mar 2010

Bachelor of Science in Computer Science,
Computer Science

Manuel S. Enverga University Foundation
- Lucena

Expertise

Administrative Efficiency:

- Document and Information Management
- Procurement Support
- Warehouse Operations

Warehouse Management:

- Inventory Control
- Team Collaboration

Aviation Industry Knowledge:

- Versatility in Aviation Roles
- Cargo Handling
- Administrative Proficiency
- Roster Management

Customer Service

- Customer Interaction
- Store Management
- Cash Handling

Language

English

Arabic (basic)

Experience

Sep 2021 – Present (2 yrs 2 mos)

TLD Arabia Equipment Services

Administrative Assistant

My main objective is to ensure the smooth flow of documentation and information to all relevant parties while also contributing to the procurement function in order to achieve the department's defined goals and objectives.

I'm also the behind-the-scenes support for our warehouse assistant. I help with tasks like getting requests, keeping track of what we have, and moving stuff safely. I'm good at keeping things neat, making sure everything's correct, and preventing accidents. I work closely with my team to make sure our warehouse runs smoothly.

May 2012 – Sep 2021 (9 yrs 5 mos)

SGS - Saudi Ground Services

Coordinator Opr, Svcs

I have had the opportunity to work in various roles within the aviation industry, including as a ramp agent, administrative assistant, and roster specialist. In these positions, I have gained valuable experience and skills, such as:

Loading and unloading passenger baggage, cargo, and mail, while ensuring that all luggage is delivered to its intended destination in a timely manner.

Performing administrative duties such as maintaining and tracking department assets, promotions, and increments, to ensure accurate record-keeping.

Utilizing the INFORM SYSTEM to schedule manpower based on operational demand, as well as performing other roster specialist duties.

Nov 2010 – May 2012 (1 yr 7 mos)

GOLDEN ABC, Inc.

Sales Staff / Store Clerk

Greeting customers, answering questions about products, helping customers locate items, and processing transactions. I am also responsible for promoting products and services to customers and ensuring that the store is visually appealing to customers.

Restocking merchandise, organizing inventory, cleaning the store, handling cash registers, and addressing customer inquiries.

Processing shipments and ensuring that the store's merchandise is properly displayed.

CERTIFICATION AND LICENSES

Cisco Certified Networking Associate CCNA, 2008

Manuel S. Enverga University Foundation
College Of Computer Studies Site, Lucena City
January 18, 2008

Garuda Indonesia Airlines (GA)

Kingdom of Saudi Arabia, Jeddah
King Abdul-Aziz International Airport, (SGS)
November 05, 2014

PAKISTAN INTERNATIONAL AIRLINES (PK)

Kingdom of Saudi Arabia, Jeddah
King Abdul-Aziz International Airport,
(SGS)
November 12, 2013

Ariana Afghan Airlines (FG)

Kingdom of Saudi Arabia, Jeddah
King Abdul-Aziz International Airport, (SGS)
May 11, 2014

Safi Airlines (4Q)

Kingdom of Saudi Arabia, Jeddah
King Abdul-Aziz International Airport, (SGS)
2013

TURKISH AIRLINES (TK)

Kingdom of Saudi Arabia, Jeddah
King Abdul-Aziz International Airport,
(SGS)
November 12, 2013