JOHN PAULO AMARO

Administrative Specialist — Document Control | Administrative Operations | Executive Support

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Portfolio website: https://johnpauloamaro.com

PROFESSIONAL SUMMARY

QA Documentation Specialist with over 8 years of experience at SPIMACO, a leading Saudi pharmaceutical manufacturer, specialising in document control, records management, administrative coordination, and operational support. Expert in managing SOPs and controlled documents, maintaining accurate tracking and reporting systems in Excel, and coordinating requests across QA, QC, Warehouse, Procurement, Security, EHS, Reception, and senior management. Recognised for building Power Automate workflows that automate email categorisation, task tracking, and daily reporting. Now applying this documentation and administration expertise to administrative and document-control roles, backed by a completed General Virtual Assistant training certification.

CORE SKILLS

Document Control	SOP and controlled document management, version logs, records retention, QMS documentation, audit support
Administration	Administrative coordination, meeting minutes and action tracking, task and project tracking, follow-ups, management reporting
Systems & Tools	Microsoft Excel (trackers, classification, reporting), Word, PowerPoint, Outlook, Teams, SharePoint, Microsoft 365 Copilot, Google Workspace
Automation	Power Automate workflows for email categorisation, task tracking, and daily summary generation; structured Outlook filing systems; self-hosted VA toolkit on a private cloud server (n8n workflow automation, AppFlowy workspaces, AI assistants via Open WebUI, Tailscale-secured access)
Languages	English (fluent), Arabic (conversational)

PROFESSIONAL EXPERIENCE

Quality Assurance Specialist — SPIMACO (Saudi Pharmaceutical Industries & Medical Appliances Corporation)

Saudi Arabia | 2017 – December 2026

- Manage document control for quality documentation, including SOP and controlled document requests, revisions, version control, and records management.
- Coordinate documentation, requests, and communications across QA, QC, Warehouse, Procurement, Security, EHS, Reception, and management teams.
- Maintain records of quality tests and inspections and monitor documentation accuracy and compliance.
- Prepare management reports and executive-style summaries of tasks, requests, and communications.
- Update Quality Management System (QMS) documentation and revise standard operating procedures.
- Support audit preparation and validation-related documentation; handle shipment-related communications.
- Built and maintain Power Automate workflows for email categorisation, task tracking, and daily summary generation, alongside structured Excel tracking and classification systems.

SELECTED PORTFOLIO WORK

- **Meeting Minutes & Action Items Tracker —** structured Excel tracker for discussions, decisions, owners, deadlines, and status.
- **Task & Project Tracker —** Excel workbook with priorities, deadlines, automatic deadline monitoring, and visual indicators.
- **Document Control Tracker —** document numbers, revisions, types, owners, and status, with a version change log.
- **Client Contact Database —** centralised contact records with follow-up tracking.

Canva design samples: https://canva.link/john-paulo-amaro-portfolio

TRAINING & CERTIFICATION

- General Virtual Assistant Training Course — Certificate of Completion, VA Academy Pro, October 2026. Covers administrative support, email and calendar management, file and document management, data entry, appointment scheduling, Microsoft Office, Google Workspace, CRM fundamentals, professional email writing, and task management.