Cheryl



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## key objective

To support the Executives/Top Management in maintaining high standards of records keeping, policies implementation and communication within and beyond the organization.

A diligent and detail oriented professional with expertise in managing company relations and special projects at senior management level. Serve as primary contact person for and liaison with management. Equally effective team partnership as well as independent exertion. Deep understanding of how technical implementations and business functions are impacted during organizational change. Possess diverse Administrative experience in big industry, service organizations, smaller start-up companies and government office which contributes to logical and practical resolution in various situations. Strong management and leadership skills, with ability to motivate professionals and maximize levels of productivity using available resources. Constantly maintains excellent written and communication skills, ability for clear and functional solutions and respect for high level of confidentiality.

## Qualification Highlights

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| --- | --- | --- |
| **Excels at multi-tasking in a fast-paced environment** | **Exceptional Interpersonal skills at all levels** | **Supplies Forecasting &Procurement** |
| **Office Administration** | **Superior Telephone &Customer Service** | **HR Functions** |
| **Excellent Time Management &Prioritization** | **Travel Management** | **Records Archiving and File Management** |
| **Above average Business Writing** | **Internal and External Business Relationship Development** | **Marketing and Events Organization** |
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## Professional stints

***Office Administrator November 2009 'til present***

**SFC Group L.L.C.**

***Dubai, United Arab Emirates***

* Provide full Administrative roles to the Chief Development Officer, Operations Manager (QSR & Fine Dining Division),Territory Managers (Southern Fried Chicken – Abu Dhabi and Dubai Regions), which include but not limited to drafting and preparation of memo for outlets, inter-office memo, email correspondences.
* Prepare Restaurants Cash Sales Analysis as per request of Chief Executive Officer, GM-Finance, Operations Managers, or other Managerial Executives.

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***Office Administrator November 2009 'til present***

**SFC Group L.L.C.**

***Dubai, United Arab Emirates***

* Gathering of daily outlets Cash Reports and provide summary update to the top Management (taking into account each applicable budget) and informing outlets regarding their sales status (against their targets)
* Monitor proper and accurate transmittal of pertinent documents- (including labour cards, passports, health cards, food handler's cards, Daman card, ATM bank cards) from Head Office and vice-versa.
* Ensure that office trunk line is answered at all times, while screening all calls for the Managers.
* Handle all uniform provisions for all outlet (new joiners and existing) staffs, crew trainers, asst. supervisors, supervisors, asst. managers and restaurant managers; ensure eligibility is strictly followed according to company policies and place order with the official tailors.
* Facilitate all matters pertaining to staffs leave applications with adherence to the company's policies regulations and provisions.
* Assist the Group HR Manager and Chief Development Officer such as but not limited to screening applications and CV’s, facilitate online and personal interviews, prepare Offer Letters, monitor submission of requirements for selected applicants.
* Conduct preliminary interview for walk-in applicants and recommend for further evaluation/interview as applicable.
* Create newspaper ad placement for vacancy as per advice. Short list email applicants and forward qualified CV’s to Group HR Manager.
* Liaise with company’s official Recruitment agencies in Nepal, India and Philippines in terms of sourcing applicants for various vacancies.
* Collaborate with Head Office with regards to the Visa processing and other formalities for both local and overseas hired applicants until employment visa is issued for staff arrivals.
* Arranged and process all necessary procedures in relation with Staff Arrivals but not limited to Visa Message, Airport pick-up, Salary advances and uniforms. Ensure that Joining Reports, Bank applications forms, Passport and Visa copies and other pertinent documents thereto are properly accomplished.
* Coordinate with the Accounts Department for Exit Clearance, Leave and Final Settlement claims.
* Work with the PRO regarding Labour Contract Signing, Visa Cancellation Signing and other related matters in reference to employee's joining, resignation or non-renewal of visa.
* Oversee administrative operations of Dubai Office including stocks availabilities of office supplies, functional conditions of all office equipment and maintenance including items for the pantry.
* Monitor Dubai Office Driver daily schedule and itineraries while keeping track of rendered Overtime.

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Secretary to the Retail Design Director/

### Team Assistant (Project Development Dept.) April 2008 – January 2009

### Paris Group International L.L.C.

### Dubai, United Arab Emirates

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* Provide secretarial roles to the Retail Design Director, Project Development Director and Project Managers which include setting up meetings and appointments, drafting and preparation of business correspondences, access to the Director's emails and carry out on their behalf.
* Oversee administrative operations of the Project Development Department such as project assignments, site visits and inspection, project submission strictly observing schedules and deadlines; Determine and request all office & pantry materials/supplies needed by the team; Maintain the cleanliness and orderliness of the office through supervising assigned Office Boy.
* Arrange travel itineraries, flight reservations, airport pick-ups, hotel accommodation and cash advances of the Retail Design Director and Overseas Project Manager.
* Create, transcribe and distribute accurate minutes of all Departmental meetings.
* Assist the team in all project related activities such as design, drawing or plan submission to the owners and landlords and follow-up on the progress of each; Constant coordination with external European designers regarding project plans and layouts;
* Relay all instructions of the Directors and monitor on the progress of each task in order to give updates and reports.
* Collaborate with other departmental key personnel in matters pertaining to Human Resources, Finance, Purchasing, Warehouse, PRO (Public Relations Office) and company owners.

Executive Assistant June 2007 – January 2008

### Lane Archive Technology Inc.

**Manila, Philippines**

* Oversee administrative operations of the Executive offices (President and Chairman; General Managers and Vice-President for Sales & Marketing) which involve handling Top Executives’ diary; Determine and request all supplies needed by the Executives; Supervise assigned staffs for the maintenance of cleanliness and orderliness of Executive offices.
* Draft and prepare correspondence, confidential letters, reports, memos, proposals and presentation materials required by the Executives; Receive and disseminate all incoming and outgoing documents (together with those for approval/signature); Create, transcribe and distribute accurate minutes of all Departmental meetings.
* Communicate instructions of the Executives to departments and employees; follow-up on progress of the work done and advise the Executives of the status and actions undertaken for each assignment
* Organize travel for the Executives; handle and facilitate payment of utilities, credit cards and to some extent bank transactions for the General Manager and President.
* Receive and screen telephone calls and take messages for the Executives.

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* Relieve some mundane tasks of the Executives such as but not limited to photocopying, printing, fax transmittal, filing, placing International and local calls, sourcing suppliers, etc.

Executive Assistant February 2005 – August 2005

### Watsons Personal Care Stores (Phils.) Inc.

Manila, Philippines

* Manage the day-to-day activities of the Marketing and Communications Director as well as the Marketing Promotional Calendar; Respond to minor proposal and other correspondences on behalf of the Marketing & Communications Director performing various secretarial duties and functions and other related activities as deemed necessary to execute the function.
* Booking and reservation of meeting rooms/board rooms for all Marketing related meetings; disseminate notices/invitations to all concerned department heads; collect and ready all materials and other paraphernalia (including snacks and refreshments) needed for all presentations/meetings; Take minutes of the meeting and furnish copies to all concerned.
* Administer local and international travel, transportation and hotel accommodation, restaurant reservations and other traveling needs of the Director.
* Undertake other marketing tasks such as gathering promotional products for promotional line-up or photo shoots; Process cash advance, reimbursement as necessary with regards to promotions, events, travel and other official gatherings.
* Deal with suppliers, advertising agencies and SM Corporate Officers for marketing and promo related activities/requirements.
* Closely keep track Marketing Budget and expenses, Weekly Sales and other reports mandated by the Marketing Director
* In-charge for the department’s office supplies stocks and requisitions preventing unavailability.

## Previous Work History

**Administration Assistant (Interpharma Asia Pacific) Ltd., ROHQ (Phils.)** Nov. 2002-February 2005

**Private Secretary (Office of the Mayor**) Local Government of Taguig, (Phils.) July 2001 – October 2002

**Company Secretary**, Schuurmans & Van Ginneken B.V., February 2000 – August 2000

**Personal Secretary to the Managing Director**, Uratex Philippines, Inc June 1999 to December 1999

**Project Secretary**, EEI-EE Black Ltd., a joint venture, April 1998 – April 1999

## Education

Polytechnic University of the Philippines

Bachelor in Broadcast and Radio Communication

## Personal details

Nationality: Filipino

Visa Status: Residence Visa (Transferrable) Expiry: December 2014