CARAG

# Dubai, UAE

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## QUALIFICATIONS SUMMARY:

* Over 10 years of Professional Experience (HR/Administrative/Secretary, Business Management/ Marketing, Computer Networks/Technical Manager)
* Excellent IT skills. (Software/Hardware troubleshooting, Website Administration, Graphic Design/ Layout, etc.)
* Experienced in DMCC Portal Management.
* Highly organized, ability to prioritize & multitask and capable of handling a large workload with little room for error.
* Proficient in American Sign Language. ***(Sabbatical Teacher for Deaf and Mute)***
1. **Motif Interior Decorations L.L.C.***., Dubai, UAE - A Leading Interior Design Company providing the highest quality of design services for both residential and commercial projects in Dubai, UAE. Offering a customized furniture package designed to meet the specific needs of clients through a talented team of designers.*

 September 2016 – December 2016, **Executive Assistant / Administrative Officer**

Duties and Responsibilities:

*Office Administration and Reception job*

* Maintaining Office stationery and pantry supplies
* Office equipment and maintenance, coordinate with building management for schedule permissions and worker’s pass
* Filing of documents and retrieve documents when needed
* Answer and transfer calls; get complete information

*Executive Assistant role*

* Emails, appointment schedule reminders and updates
* Travel Itinerary and flight assistance (e.g. web check-in, chauffer request, change flight details)
* Family documents and information collection (e.g. Insurance requirements, travel docs, etc.); Credit card payments, monitor expiry and renewal dates of visa/passport

*HR Assistant*

* Prepare leave request form
* Draft and Finalize upon approval of LOA (Letter of Agreement) and contracts.
* Follow-up and coordinate with candidates’ interview schedules thru calls and email.
* DMCC Portal Management, collect and upload documents to portal, coordinate with (P.R.O.)
* Organize and keep Employee documents and files (soft and hard copy)
* ERP System Management

*Accounts Assistant*

* Petty cash expense report, reimbursements
* Cheque request verification (LPO, Quote, Invoice).
* Office purchase orders, quotation request of office equipment and supplies.

*IT Assistant*

* Network Scanner configuration.
* Coordinate for computer peripherals and specification order
* Provide assistance to users on some minor issues
1. **ZASK Trading DMCC, Jumeirah Lakes Towers, Dubai, UAE** - *ZASK Trading DMCC is a dynamic and progressive business development consultancy that supports global companies to achieve substantial growth in the Middle-East & North African markets (MENA).* [*www.zaskintl.com*](http://www.zaskintl.com/)

January 2016- September 2016, **Executive Secretary / Office Administrator**

* Directly assist the CEO’s day-to-day activities and occasional assistance to the Executive Director.
* Co-ordinate travel arrangements which includes flight bookings, hotel accommodation, Airport transfers and visa applications.
* Provide general administrative and clerical support including mailing, scanning, faxing and copying to management
* Prepare and modify documents including correspondence, reports, drafts, memos, forms and emails
* Office Supplies management, device and maintain office systems
* Project tracking, Expenses monthly Summary report, and Petty cash disbursement
* HR/PRO duties like keeping track of documents expiry dates relating to Employment Visas, Labor Cards, Visit Visas; ensure timely renewal and update HR database
* Preparing all needed documents for visa issuance, renewal or cancellation, medical renewal and vaccinations or other related duties as assigned
* DMCC Company Portal Management
* Document Management (hardcopy/softcopy)
* Maintain files and correspondence in accordance with established company procedures
* Retrieve records and correspondence on request
* Create or Edit company portfolio (Charts, Tables, Graphs, etc.), Authority Matrix, and business strategy presentations.
* Using a variety of software packages, such as Microsoft Word, Outlook, Power Point, Excel etc.
1. **Mancano and Associates Pte. Ltd., SINGAPORE -** *Mancano and Associates is an established recruitment firm specializing in the financial service telecommunications and infrastructure industry. Consistently retained by Fortune 500 institutions throughout South East Asia for its industry expertise. Mancano and Associates discreetly researches and recommends Asian experienced senior management professionals with extraordinary qualifications.* [*www.mancano.com*](http://www.mancano.com/)

June 2011- May 2014, **Secretary to MD cum HR Research Executive**

* Directly reports to Managing Director/Owner and Research Manager. Provide administrative and secretarial support.
* Calendar management such as coordinate appointments, meetings and travel arrangements which includes visa applications, flight and hotel booking and arranging travel itineraries.
* Manage conference room reservations and organize all aspects for meetings (domestic/overseas) and provides day-to-day assistance and support including routing calls and replying emails.
* Preparation of correspondences, expense reports and presentation materials.
* Maintaining hardcopy and softcopy files, handling database incoming and outgoing documents to ensure that records are always current and accessible.
* Processes check requests for office supplies and furniture, office equipment, etc.
* Supervises the maintenance of office equipment including copier, fax machine, etc.
* Greets visitors, answer and disseminate calls, distribute mail and other general administrative duties
* Candidate prospecting, sourcing professional candidates and relationships covering the Singapore, Malaysia, Indonesia, Thailand and Hong Kong financial markets (BSI, HSBC, ABN AMRO, Julius Bar, Credit Agricole, Credit Suisse, RBS, UBS, LGT Bank, DBS, OCBC, Goldman Sachs, Crossbridge Capital, Deutsche Bank, Barclays, Standard Chartered, etc.)
* Provide company background research for prospective and target clients.
* Provide research coverage on the regional financial markets to institutional clients in primary markets Singapore, Malaysia, Indonesia and secondary markets Thailand, Hong Kong and Taiwan
* Manages and prepares correspondences and documents for both clients and candidate as needed, including draft responses and prepares high-level documents, reports and business proposals.
* Follow up and monitor the acquisition process. Communicate to both client and candidate regarding the assignment or mandate.
* Update the HR database
* Perform general ad-hoc matters.

## BUJAN Drinks, Philippines

## June 2008-March 2011, Manager for Operations and Marketing / Sales Strategies

* Prospecting Business location, surveys on target market and product pricing.
* Business branding and marketing which includes image creation and design concepts for promotional materials as original art such as logo, fliers, banners, tarpaulin, promotional displays, stickers and paper prints.
* Tender comparison from vendors and suppliers.
* Call vendors to check on orders, schedule deliveries and coordinate payments.
* Establish work procedures and schedules, and keep track of the daily work of staff and payroll.
* Support sales and business staff daily with ad hoc projects.
1. **Free Lancer, Philippines**

2008-2011, **Computer Technician & Photo/ Video Editor**

* Troubleshoot desktop and laptop PC for hardware and operating system issues.
* Perform hardware/software installation, upgrades, and maintenance.
* Provide users relevant and significant commands for proper use of hardware and software applications.
* Handles regular Anti -virus updates, and full system scanning.
* Works on image creation and design, photo retouch, layout, collage, and other image manipulation using Adobe Photoshop.
* Provide printouts such as magazine type photo album, banners, tarpaulin, stickers and paper prints.
* Works on video manipulation such as editing, cutting, applying transitions and music background.
* Provide the full concept of the final video. Produce authored DVD as outputs, with interactive menu using Adobe Encore.

## Zoop Pro Photo and Video, Philippines

## June 2003 - June 2008, Business Owner / Admin Manager

* Provide training and direction for photographers and videographers to prepare them for an organized shoot in accordance to client’s requests for photo and video shoot, mainly for wedding occasions.
* Monitor and supervise all activities in the shop.
* Provide meetings to maintain efficiency and a friendly working environment.
* Weekly Computer and Network checkup for malfunctions and viruses.
* Design/Layout various Wedding Photographs, tarpaulin and Advertising Jobs using Adobe Photoshop CS2. Conceptualize and selects important scenes and music for video manipulation and editing. Checks on the final outcome for production.
* Handle photo and video transfer from all types of media. Responsible for backing up files of all projects. Occasionally carry out as a Photographer and Videographer.
* Assemble and configure computers, as well as making the design of the Local Area Network.
* Troubleshoot network connectivity problems, network printing/scanning issues, and computer hardware or software problems.
* Prepare and recommend hardware and software upgrade installation. Perform regular anti- virus updating and full system scanning on all desktops, USB’s and cameras.
* Assist users and troubleshoot login issues, email and other application problems.
* Maintain and monitor back up files keeping the network up and running.
* Install, configure and upgrade operating systems and software such as Windows 98, ME, 2000, and XP. Maintain and monitor server and workstations. Repair cables for connectivity.

## SKILLS SET

* Excellent IT skills & proven technical expertise in local area network cabling, installation & configuration. Hardware & software installation, configuration & troubleshooting (includes printers, network hub/routers, scanners, camera and other hardware devices.) Experienced in Mac OS X & Windows OS platform.
* Basic knowledge in Visual basic, Turbo C, Turbo Pascal and HTML programming.
* **Software/Applications Used:** Adobe Photoshop, Ulead Video Studio, Adobe Encore, Adobe After Effects, MAXTOR MaxBLAST, HandyCafe, Deepfreeze, HP and Epson software
* Video Montage • 9-15 Second Advertisement Wedding Album Layout / Collage • Photo Montage • Business Tag and Logo Design • MTV style Wedding video (Prep & Reception) • DVD Interactive Menu • Documentary Video • Audio Visual Presentation / Video Montage • 9-15 Second Advertisement

**EDUCATIONAL QUALIFICATIONS**

**Bachelor of Science in Computer Engineering**

# Adamson University, Philippines