**[CHENEGIL.19859@2freemail.com](mailto:CHENEGIL.19859@2freemail.com)**

**CHENEGIL**

**POSITIONS**

Secretary/Account’s/PRO

Purchaser/Procurement

Operations Coordinator

Asst. Rest. Manager

Shift Leader

Receptionist

Reservation Officer

Customer Service Asst.

**ADDRESS**

Dubai, U.A.E

**EDUCATION**

**De La Salle University**

**Bachelor of Art’s**

**Major in Communication**

**2003**

A multi-skilled, reliable, responsible, dedicated, meticulous, versatile, organized and hardworking individual, with strong interpersonal skills & huge experience in Office Management, Secretarial & Administration, Account's/Bookkeeping/Payroll, Public Relations & Government Services, Import & Export, Procurement/Logistics, Event's Management, Customer Service, Retail & Restaurant/F&B Operations.

Has professional experience in different fields related to Fine Art Gallery, Construction Industry, Interior Design, Event's Management, Retail & Restaurant, Golf & Country Club, Malls, and in Broadcasting Industry.

Presently looking to join a company that rewards effort and initiative, to fill a challenging position in a fast growing & service oriented company that offers opportunities for career development and advancement as well as enabling her to develop her knowledge, skills and experience to attain overall company objective.

**QUALIFICATIONS, SKILLS & PROFESSIONAL STRENGTH**

* Proficient in using Computer Software’s, MAC & Windows Application, Microsoft Office Proficiency for MAC & Windows, Outlook, CRM, Sales Force, QuickBooks & use of automated systems and PC.
* Knowledgeable in using all office equipments.
* Office Management, Report & Documentation Preparation, Records Management/Database Administration, Inventory Management, Meeting & Event Planning, Expense Reduction, Mail Management, Executive management support to the Managing Director.
* Customer care, Vendor Account Management, Client relations
* Human Resource Management & Labour relations
* Supervision, Staff Development &Training
* Government Services Applications
* Public Relations
* Accounts Payable/Receivable
* Bookkeeping & Payroll
* Travel/Booking/Meeting coordination
* Insurance Processing
* Meticulous, attention to detail
* Professional and Mature
* Strong problem solver
* Results-oriented, Self motivation, & Organizational skills
* Typing skills, 55-60 wpm.
* A proven reputation, with a consistent history of exemplary performance reviews and recognition for efficiency and improvements to office systems, workflows and processes.
* Superior multitasking talents, with the ability to manage multiple high-priority

assignments and good time management.Can work under pressure, highly motivated, dynamic, willing to be trained and can work with minimal supervision, can work long hours.

* Adaptable – has the capability of adapting to new environment and grasp work quickly.
* Excellent communication and listening skills.
* Proficient in English (Write, Read & Speak).
* Ability to deliver service excellence.
* Exceptionally friendly, helpful, honest, polite and patient.
* Has driving skills.

**WORK EXPERIENCES**

**SECRETARY cum PRO**

**The Empty Quarter LLC -**  May2014 to Aug. 2015

**DIFC, Gate Village, Dubai U.A.E.**

* Company Secretary and Public Relation Officer
* Process Visa application, tenancy and license renewal.
* Handles accounts receivable & payables, prepares quotes, LPO and invoices.
* Handles Bank Transactions
* Provide general administrative support.
* Managed communications with clients, sponsors/partners, visitors, artist, media & vendors.
* Keep the gallery’s official website and social media outlets up to date (Social Media Administrator)
* Handles correspondence including mailings, individual communication, and email.
* Organizing meetings and taking minutes.
* Handles mailing invitations and assisting with publicity for the events.
* Handles Event’s, Exhibition Opening and special commissioned projects.
* Logistics including catering.
* Proposal, contract maintenance and data entry, track exhibition proposals, prepare documents and records.
* Responsible for compiling, maintaining exhibition archive and managed database.
* PR/Event’s Coordinator
* Handles shipments if necessary (import & export).
* Managed Art Fairs applications and logistical matters associated with events.
* Coordinates on and off-site events.
* Arrange flight & hotel bookings for VIP guests and employees.
* Answers queries and generate sales.
* Keep tracks of editions and update pricelist.

**SECRETARY cum ACCOUNTS**

**Vista Star Construction LLC**- 2012 – 2014

**Business Bay, Dubai U.A.E.**

* Secretary to the Managing Director
* Office Administrator, implement and maintain office systems.
* Organize and coordinate meetings, conferences & travel arrangements.
* Knowledge of Accounts Payable & Receivable processes and procedures.
* Prepare and process monthly payroll of employee under WPS System & payslip.
* Acting as a point of communication between client, vendors and company.
* Handles inquiry for a project, filing and recording of all related documents (project documentation).
* Prepares documents for submission to different related authorities for the project.
* Prepares and send quotations to client, make contract agreement to client & sub-contractor.
* Make and prepare LPO, Invoices and arranges payments for vendors/suppliers.
* Responsible for maintaining day to day financial, accounting, administrative and personnel services.
* Control and Monitors Company’s fund and bank statements.
* Manage distribution of utilities bills and collection of accounts.
* Prepare and reconcile general bank statement.
* Reconcile the accounts payable and receivables of the company.
* Preparing and filing memo and communication letter.
* Handles Outsourcing and Procurement, Purchaser, Import & Exports Experience.
* Keep track & manages employees record including recruitment or hiring process.
* Prepare and manage correspondence, reports and documents.
* Receives, sorted, processed and coded accounting documents including invoices and cheques.
* Establish, maintain and keep track on suppliers account.
* Ensure transactions are properly recorded and entered into the computerized accounting system.
* Maintained detailed administrative and procedural processes to improve accuracy and efficiency.

**SECRETARY cum OPERATIONS COORDINATOR**

**Flying Elephant Parties**– 2010-2012

**Al Quoz, Dubai U.A.E**

* Manage incoming &outgoing calls, guest's queries about the company.
* Sorting, dispatching, and accepting mails and couriers services.
* Sorting e- mails, registering inquiries and forwarding to the right department.
* Register all incoming inquiries via phone and e-mail, and assigning it or forwarding to the Account Managers.
* Keep and tracks daily inquiry record.
* Making sure that the inquiry was registered answered based on the am/pm system.
* Sending standard mails and sms to new inquiries received.
* Ticket Booking and Hotel Reservation for company visitors and employees.
* Recording of attendance (Office, Operation Dept. & Entertainers staff).
* Preparing Attendance Summary for payroll and submitting it to Accounts Department.
* Monitoring and keeping Sick Leave Record for all employees, updating it on a monthly basis.
* Releasing of Telephone Cards to Operation Staff and Entertainers and keeping a record of it. Receiving Part-Timers Salary Sheet from Operation, keeping a copy and forwarding it to Accounts Dept.
* Receiving Job Cards from Operation after an event and forwarding it to Project Admin and Keeko Department.
* Keep records of Inquiry Call Logs daily, summarizes in a weekly and monthly basis.Prepares PT (Part Timer) Salary Sheet.
* Release cheques to suppliers and part-timers. Entertainer’s Report (monthly) Checks weekly traffic fines and makes record of it.
* Performs other duties assigned by the MD/HR Manager as requested.Assist the Managing Director and other staff as requested.

**ASST. RESTAURANT MANAGER**

**Flavours of China Restaurant Inc. -** April 2007 – May 2010

**SM Dasmarinas, Philippines**

* OIC/ Officer in Charge of the Restaurant, also performs duties of a Rest. Manager.
* In-charge for payroll summary computation, staff scheduling/rostering, recruitment, motivating, managing &trainings of newly hired employees, ordering &receiving system, monthly inventory, controlling of labor &food cost percentage, monitoring of all utility expenses, materials requisition incurred by the restaurant, close monitoring of store product daily inventory versus to store’s product Daily Sales Summary for any discrepancy check.
* Handles customer inquiries, comments and accommodates customers reservation and for catering.
* Make necessary reports, in-store memos, filing and organizing of files, manuals, reports & documents.
* Ensures quality, service, & cleanliness of the restaurant with accordance to companies Standards &Procedures.
* Ensure all staff wears correct uniform and follow hygiene standards.Ensures that restaurant and all staff are ready for service at agreed time.Holds a daily shift meeting with staff to inform them of happenings in the restaurant.
* Reports to the Operation Manager/Area Manager regarding restaurant concerns for immediate actions.

**SHIFT LEADER**

**Happi Lucky Restaurant Inc. -** March 2006 – March 2007

**SM Mall of Asia, Philippines**

* Performs Opening &Closing Procedure of the Restaurant.
* Performs Administrative task.Communicates with the Restaurant Wok regarding kitchen concerns and addresses the problem to the Restaurant Manager for correct action as well as customer concerns and other areas that needs for correct action.
* Ensures the food quality and safety of all products by consistently monitoring its production date and shelf life.
* Projects the restaurant’s order of raw materials based on the stores product consumption.
* Receives deliveries in accordance to the restaurant requests and does quality check of the products.
* Ensures the cleanliness and sanitation of all the equipments and the entirety of the restaurant.
* Performs mid-month and month-end inventory of all products.
* Initiates cost control measures in all controllable areas of the restaurant.
* Accomplishes the staff schedule in accordance to restaurant needs and operations.
* Responsible for training and does buddy system to newly hired employees.
* Manages the shift by proper handling of People, Product, and Equipments to achieve company’s goal.
* Ensures that the building and equipment preventive maintenance are being followed on a regular basis.
* Knows how to do Cashiering and POS System (micros).Consistently perform table visits to ensure that the customers are well served and satisfied at all times.
* Ensures smooth running of the operation, supervises all service crew on mannerism, grooming and attire.

**RECEPTIONIST**

**IL Ponticiello (Italian Restaurant**)

2/F Antel 2000 Bldg. Valerio St. Makati City, Philippines

**FiammaRistoranteEnoteca (Continental Restaurant)**

Jupiter St. Makati City, Philippines

August 2005 – February 2006

* Answer’s telephone professionally.
* Greet and seat the guests, takes reservations, handles to go orders, and assures that each guest is given excellent service at all times.
* Take orders and make sure that the food is served at the right time, serving hot food hot and cold food cold.
* Offers wine that could best suit to their meal and other specialty beverage available.

**GOLF RESERVATION OFFICER**

**Eagle Ridge Golf and Country Club**

Brgy.Javalera, Gen Trias, Cavite, Philippines

June 2004 – July 2005

* Provide Golf Reservations.
* Facilitates incoming and outgoing calls.
* Accommodate member and non-member’s inquiries.
* Gives general information about club policies.
* Refers all calls of members and guests to proper personnel for more information about the club’s services.
* Assist member’s complaints.
* Provides direct assistance to members and tourists.
* Make reports using Microsoft Office Word, Excel and PowerPoint.
* Performs other related duties that may be assigned by the HR Manager / General Manager.

**CUSTOMER SERVICE ASSISTANT/RECEPTIONIST**

**Robinson Mall Big R Supercenter**

Pala-Pala Dasmariñas, Cavite, Philippines

April 2003 - May 2004

* Telephone Operator/In-charge in Paging
* Assist customer’s complaints.
* Assist customer’s regarding Merchandise Return Exchange (MRES)
* Make Reports such as:Price Discrepancy Report (PD), Item Not Found (INF),Merchandise Return Exchange (MRES)&Super Sulit Card Issuance Report (SSC)