**ZENAIDA**



Visa Status: Visit Visa

Email: zenaida-223250@2freemail.com

**OVERVIEW**

**A highly motivated individual with more than 10 years combined experience with Administration, Human Resources and Top Management of hospitality Industry.**

**EMPLOYMENT HISTORY**

**International inspection services, LTD.**

**Dubai, U. A. E. – Part of Lamprell Company**

**ADMINISTRATION SECRETARY**

January 2009 – February 2015

* Prepare and edit correspondence, communications, presentations and other documents
* Manage and maintain executive schedules, appointments and travel arrangements.
* Responsible for over-all monitoring of Staff daily activities of the company branch.
* Over all in charge of Telephone main switch board
* Coordinating with public relation officer for visa. Arrange travels and hotel booking
* Responsible for office administration, handling correspondences, filing, couriers, reports and confidential matters
* Handle basic accounting tasks - like petty cash and expenses.
* To implement policies and other company procedures needed for the smooth flowing of the Company transactions, etc.
* Arrange all inquiries and other confidential documents.
* Received/screen Calls and forward to the concerned Department
* Maintain logging of incoming and outgoing faxes as per company quality system.
* Monitor Company emails and reply as required
* Arrange letter/ documents as required in obtaining port passes of work settings.
* Follow up outstanding payments of tough clients
* Perform assigned task from time to time.

**ADMINISTRATION ASSISTANT/RECEPTIONIST**

May 2006 – December 2008

Khalid Port, Sharjah

* Perform general clerical duties to include but not limited to: Filing, Mailing, Faxing and Photocopying. Etc.
* Arrange documents for Employment Visa applications and renewals.
* Maintain personal files of Employees and updates as required.
* Sending offer letters of new Employees as to where about Countries.
* Handled International Hotel booking of the company consultants hired by the Company across the Country.
* Coordinate with foreign Embassies requirements to obtain Visas for consultants travels
* Prepare documents required for port passes of the Employees respectively.
* Maintain a proper register for incoming/outgoing mails. Ensure direct delivery of confidential mails
* Assist the Administration Manager and direct reporting for assigned task.
* Keeping the confidentiality of employee’s employment contracts, etc.
* Ensure Office supplies are available as needed.
* Arrange leave requests of Employees for Annual vacation and Emergency leave.
* Performed assigned task from time to time

**TRAININGS AND SEMINAR**

* **NADIA TRAINING INSTITUTE – Sharjah, United Arab Emirates**
1. **HUMAN RESOURCES AND ADMINISTRATION SKILLS**
* **PHILIPPINE SUGAR REGULATORY ADMINISTRATION:**
1. **SUPERVISORY DEVELOPMENT SEMINAR AND WORKSHOP**

**POST GRADUATE: MASTER IN MANAGEMENT - COMPLETED ACADEMIC REQUIREMENTS**

**DIPLOMA: BACHELOR OF BUSINESS ADMINISTRATION – MAJOR IN ECONOMICS**

**PHILIPPINE GOVERNMENT ELIGIBILITY:**

 **PHILIPPINE CIVIL SERVICE COMMISION**

**TYPE OF EXAM Career Service Professional examination**

**Result – 81.99% - Above average .To qualify and work with Philippine Government.**