**OBJECTIVE:**

To gain employment in a company where I can learn and contribute my leadership experience and my knowledge in the area of administrative works.

**STRENGTHS:**

Have an ability to work with minimal supervision in any area where self-reliance and lateral thinking are required. Have excellent interpersonal skills, a professional attitude and firm personality to see tough jobs through independently or as a team member.

**SKILLS:**

* SAP\_ERP (System Application Program)
* EZ Business Software (Application Software)
* SOFAR Application Program ( Accounting System)
* MS Office ( Word, Excel and PowerPoint)
* Communication Skills (Telephone, Fax, Scan,E-mail)

**EXPERIENCE:**

**EXECUTIVE SECRETARY / ADMINISTRATIVE ASSISTANT**

**ASQALAN CONSTRUCTION & GENERAL CONTRACTING LLC.**

**ABU DHABI, UAE ( June 18, 2013 to Present)**

* Receiving, circulating & recording all incoming & outgoing faxes, e-mails & hand deliveries.
* Take minutes of the meeting where the General Manager is involved.
* Arranging and organizing travel of the General Manger.
* Screened, schedule and confirm appointments of the General Manager.
* Prepare letter for consultant, subcontractor and client.
* Ensuring quality formats being used adequately for correspondence, submittals, transmittals to client, consultants, subcontractor and within division & department.
* Maintain documentation for projects under taken by contracting division making in use the project numbering system for easy traceability & proper filing (soft & hard copy)
* Attends to all telephone calls and give information to the callers, take message and transfer to concerned parties.
* Receives invoices and releases cheque to the supplier and sub-contractor.
* Monitor and control activities in the reception area such as attendance signing and sending attendance
* Ensure orderliness & cleanliness of the front office.
* Process payroll for the Labour such as computation for leave of absence, came from emergency leave and cancelled/resigned labour.
* Prepare monthly report for labour salary
* Posting of all invoices receive from the supplier in the system (Sofar)
* Arrange payment of utility bill such as ADDC, Etisalat and Du Bill.
* Petty cash transactions.
* Open, read, distribute and route incoming mail, e-mail and fax received.

**Filinvest Land, Incorporated, Metro Manila Philippines 4/2005 - 5/2013**

***After Sales Customer Service – Staff(Real estate)***

* Assist client’s concerns in relation to:
	1. Extension of Payment
	2. Transfer of Rights
	3. Revision of Financing Scheme
	4. Restructuring of Loans
	5. Transfer of Property
	6. Revival of Account
	7. Refund of Payment
	8. Turn-over of Production Units
	9. Additional Discounts
	10. Double Sale
	11. Downgrade of Property
* Updates/informs clients in relation to the status of requests, resolve complaint and other issues.
* Attend to walk-in, call-in and online customers’ inquiries and follow-up.
* Proper coordination with other Departments to resolve client’s concerns
* Prepare weekly,monthly and quarterly accomplishment report
* Qualification for turn-over of unit MRB (Mid Rise Building)
* Handles After Sales International accounts under Futura and Corte Bella Projects particularly with brokers and clients in Italy, Japan, United States, Hong Kong, Singapore & Dubai.
* Conduct seminar to the sellers regarding the company policy.

*Survey Department – Administrative Staff*  09/2004 - 01/2005

* Keeps records of incoming and outgoing transactions of the Departments.
* Logs, encodes and monitors all job orders and time charging.
* Encodes work progress and accomplishment reports by the Heads of Operations.
* Collates the daily activity reports prepared and submitted by the Department’s personnel.
* Take charge of the Department’s supply and material requirements.
* Provides secretarial services to the Department

**Pointer Enterprises Inc. –Manila**  08/2004

### Clerk

* Attends to all applicants for interviews.
* Assists in evaluation and character investigation of new applicants.
* Monitors lists of trucking deliveries in the provincial departments.
* Attends to walk-in clients and assist in their needs.

**Mercantile Stores Group, Inc. – SM Department Store** 12/2003

## Cashier

* Ensures correct processing of sales transaction.
* Secures customer payments
* Assists clients and provide good customer service.

**Robinson’s Movie World – Ermita, Metro Manila** 05/2003

## Porter Civilian/Telephone Operator

* Assists all incoming customers.
* Attends to all telephone calls

**EDUCATION:**

*BACHELOR’S DEGREE:*

University of the East – Recto, Metro Manila 2002

B.S. in Business Administration Major in Banking Finance

*SECONDARY:*

General De Jesus College –Nueva Ecija 1998

*ELEMENTARY:*

Alua Elementary School –Nueva Ecija 1994

**SEMINARS:**

* Telephone Excellence Workshop 08/25/2012
* Handling Customer Complaint 10/2010
* Wellness Program: Personality Development by Avon 03/2009
* 5S+S Seminar 08/2008
* Work Attitude & Values Enhancement Workshop 08/2006
* Business English Communications Workshop 08/2005

**PERSONAL DATA**

Date of Birth : June 21, 1981

Nationality : Filipino (Philippines)

Language : English,Filipino

Marital status : Single

Visa Status : Working Visa



**Gulfjobseeker.com CV No:** **1465566**