**On Husband’s Visa**

**CAREER OBJECTIVE:** to seek challenging position offering professional and progressive working environment, where demonstrated record of high competence is appreciated and to grow simultaneously for mutual benefit.

# **ACADEMIC QUALIFICATION:**

Bachelor of Arts, Major in Psychology

Ateneo de Davao University, Philippines

October 2002

**WORK EXPERIENCE:**

**1. SECRETARY cum PURCHASING COORDINATOR**

**EMIRATES STEEL WOOL MANUFACTURING EST.**

**ABU DHABI**

**May 17, 2015- August 15, 2015**

**Responsibilities:**

* Carry out day to day administration of the front office, including answering telephones, emails, and the distribution of post.
* Manage stationeries which include purchasing, monitoring, distribution and allocation of office supplies for ESW Office, DIP Office and Factory
* Booking of container, truck / trailer for export shipment. Coordinates with Factory Manager regarding shipment schedule
* Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics
* Coordinates with the forwarders regarding shipping documents.
* Handles incoming and outgoing courier, tracking shipment destination.
* Manage day-to-day tasks such as answering calls, sending emails, photocopying, incoming and outgoing fax, filing, M- Files and other assignments from the management.
* Prepares correspondence for Accounts, HR and other Departments.
* Arranges Freight Invoice Payment.
* Prepares quotation for the new and existing customers and seeks approval from the upper management.
* Arranges samples to the new and existing customers.
* Sends invitation to the existing and prospective customers if there is an exhibition locally and internationally.
* Downloading HR e-mails.
* Coordinates with steel wool and foam factory regarding requisitions. Ensure that prices are properly checked
* Liaising with staff in other departments and with external contacts

**2. ASSISTANT SUPERVISOR (ADMIN DEPT)**

**NAS ADMINISTRATION SERVICES, ABU DHABI**

**JULY 9, 2006- May 17, 2015**

**Responsibilities:**

* Reporting to Medical Director
* Provide administrative support to the Batch Receiving Unit
* Upload Electronic data in the system batch
* Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals
* Schedule and confirm appointments for clients, customers, or supervisors
* Compose, type, and distribute meeting notes, routine correspondence, and reports.
* Arrange conferences, meetings, and travel reservations for office personnel
* Create and modify documents using Microsoft Office
* Checking of item codes and item descriptions given by the providers
* Coordinate with the Insurance Managers and Insurance Coordinators when there are mistakes from the Soft copies, EDI files , Physical Statement of accounts through telephone and emails
* Coordinate with the Network Department if there are new coded pricelists from the providers
* Maintain hard copy and electronic filing system
* Provides supervision and direction to subordinates staff and coordinates work flow within the major work unit, including distributing work, disseminating information, assigning staff for absences, providing technical assistance, answering questions and resolving problems within the work unit supervised.
* Attends to a variety of administrative details such as keeping informed of departmental/division activities, transmitting information, developing, implementing and interpreting policies and procedures and monitoring day to day operations of the functional area to which assigned.

**3. HR COORDINATOR CUM ADMINISTRATIVE STAFF**

**K TWIN IMPORT AND EXPORT COMPANY, PHILIPPINES**

**November 10, 2002 - Dec 20, 2005**

**Responsibilities:**

* Assist and act in a confidential capacity of employee benefits matters regarding determination and effectuation of the management policies like labor relations.
* Perform the administrative function of an organization, such as handling employee benefits questions or recruiting, interviewing and hiring new staff in accordance with policies and requirements that have been established in conjunction with the management.
* Prepares correspondence letters, Memo’s and any other related documents as instructed by the Manager
* Regularly updates 201 files of the employee
* Advising on pay and other remuneration issues, including promotion and benefit
* Control Payroll Calculation, compulsory Insurances and other HR reports as required by authorities
* Developing HR planning strategies with line managers, which consider immediate and long-term staff requirements in terms of numbers and skill levels
* Planning and sometimes delivering training, including inductions for new staf
* Listening to grievances and implementing disciplinary procedures
* Negotiating with staff and their representatives on issues relating to pay and condition
* Maintain, update and expand the company policies



**Gulfjobseeker.com CV No:** **1467324**