**BABY**

[**BABY.247695@2freemail.com**](mailto:BABY.247695@2freemail.com)



**PROFESSIONAL PROFILE:**

***Performance driven and results oriented Office Administrator (Technical/Non-Technical) professional with extensive (8 years) experience in secretarial, office support and management.***

* With strong background in office support, administration and management.
* Organized and self motivated individual with the ability to work autonomously while adhering to deadlines.
* Multi-tasked, excellent Team player, detail-oriented.
* Harmoniously interacts and communicates with multicultural environment at all levels of seniority.
* Exceeding Project Progress Stretch Target 2013 - Outstanding contribution award.

**PROFESSIONAL EXPERIENCE:**

***Office Administrator II***

***Office of the Sr. Project Manager -Technical & Support Services (Projects Division)***

**ABU DHABI GAS DEVELOPMENT LTD. (AL HOSN GAS)** *contract hired employee*

**UAE** (March 2012– Present)

* Manages all incoming and outgoing communication and documentation for the SPM-Technical and Support Services
* Proof reads documents all incoming and outgoing communication and documentation for the SPM-Technical and Support Services
* Acts as liaison between the SPM- Technical and Support Services and to all department managers and subordinates in transmitting directives, instructions or assignments and following up its status
* Consolidates information, charts and graphs in updating management reports, Technical review, Scope of Work (SOW) and Lessons Learned reports
* Implement as per directive the necessary arrangements for every Executive, Division and Department meetings initiated by the Technical & Support Department and keeps records of the proceedings
* Drafts and prepare letters, memorandums, agendas, reports.
* Plans, coordinates and arranges necessary for all trainings courses, site travels, and duty travels
* Performs the basic ACONEX procedures – which are to upload, supersede and transmit documents
* Close monitors all the documents initiated by Technical and Support Services Department that are under approval in Deputy Sr. Vice President, Sr. Vice President and CEO Offices and update the departments concerned
* Manages and maintain the needs like stationeries, stamps and business card requests and other general services needs
* Leverages with the different divisions to follow up the status of requests, queries and update the Projects-Technical & Support Department
* Established and maintain various up to date management system and perform other related function as they arise and as delegated by the SPM-Technical & Support

***SECRETARY CUM RECEPTIONIST***

**FAYLAKA GROUP OF CO.**

**FAYLAKA M.E. GENERAL CONTRACTING LLC;**

**FAYLAKA MEDICAL TRADING LLC**

**Abu Dhabi,** **UAE** (November 2008 – March 2012)

* Diversified organizing and filing of documents such as incoming and outgoing emails, faxes and letters
* Maintained a complete company or personal contact details of all our company’s clients, suppliers or business associates
* Planned and coordinated the daily scheduled engagements like meeting and appointments of the Managing Director and Managing Partner
* Maintained up to date files of all documents of Employees and Site Laborers, Car Registrations, Trade Licenses, Chamber of Commerce and other necessary documents
* Tasked to answer telephone calls and queries while observing proper telephone etiquettes
* Authorized to make and sign signatures in Local Purchase Orders and Quotations
* Assigned to do Material Submittals that are to be distributed to sub-contractors
* Inquired and coordinated with the suppliers for prices, orders and delivery of required materials
* Scheduled the Employees Annual vacation calendar as well as arranging their flight bookings
* Assigned in preparation of enquiries and close follow up to ensure quotations are received on time.
* Multi-tasked routine office work, filing, faxing, photo copying, logistics, and emails.

**CERTIFICATE / TRAININGS:**

**CERTIFICATE OF RECOGNITION for OUTSTANDING CONTRIBUTION**

**“Exceeding Project Progress Stretch Target – 2013”**

Shah Gas Development Project

March 25, 2014, UAE

**EFFECTIVE LEGAL WRITING AND CONTRACT REVIEW**

Tides 5, Eastern Mangroves, UAE

November 10-11, 2014;

**CERTIFICATE IN STRATEGIC THINKING AND PLANNING**

Meeting Room 2, Dusit Thani Hotel, Dubai, UAE

August 24-27, 2014; 8:00am - 2:00pm

**ABAMI - GROUP DYNAMICS PROGRAM**

Meeting Room; Abu Dhabi Golf Club, Abu Dhabi, UAE

April 1-2, 2014; 8:00am - 3:00pm

**ADMINISTRATION AND OFFICE MANAGEMENT**

Diwan- Meeting Room; Beach Rotana Hotel, UAE

December 11-12, 2013; 8:00am - 3:00pm

**TECHNICAL REPORT WRITING**

Diwan - Meeting Room; UAE

August 25-27, 2013; 8:00am – 3:00pm

**BUSINESS PROTOCOL & ETIQUETTE**

Diwan - Meeting Room; Beach Rotana Hotel, UAE

July 1-3, 2012; 8:00 am – 3:00 pm

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**BUSINESS PROTOCOL & ETIQUETTE**

Diwan - Meeting Room; Beach Rotana Hotel, UAE

July 1-3, 2012; 8:00 am – 3:00 pm

**ACADEMIC HISTORY:**

**Bachelor of Science in Commerce Major in Business Administration**

(School Year: 2002 – 2006)

**Pacasum College**

Philippines

**COMPUTER SKILLS:**

Computer Skills : MS – Word, Excel, Powerpoint, Projects and ACONEX

Typing speed : 60 words/minute

**PERSONAL PROFILE:**

Nationality : Filipino

Marital Status :  Single

Languages known :  Filipino and English

Date of Birth : February 20, 1983