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| **Profile** |

Total of 7 years’ experience in Administrative Support, Customer Relations & HR. Proven ability to manage responsibilities to a successful completion, multi-task and work within tight deadlines. Focused and hardworking, self-motivated and team oriented.

Maintain good relationship with my co-workers. Skilled in prioritizing jobs responsibilities in an active and organized manners and ensuring strict compliance in keeping confidential of records.

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| **Work Experience** |

**NATIONAL CENTRAL COOLING CO. (TABREED) ABU DHABI UAE**

From: 2008 to Present (6 Years)

Roles: Rose from the ranks

**Duties & Responsibilities:**

**Administrator (Operation & Maintenance Department)**

* Assist VP Operation in day-to-day coordination and business operational activities.
* Making Travel arrangement, scheduling meeting and managing other request for information.
* Provide administrative and support services to O & M
* Producing documents, briefing papers, reports and presentation
* Organizing and maintaining diary and making appointments for the VP’s O & M
* Maintain clear and accurate operations documents/procedures for reference purposes.

**Administrator (HR Team)**

* Maintained resume/applicant profile database;
* Helping in screening resumes and employment applications;
* Provide assistance to the Company P.R.O. in labour and immigration procedures/ documentation
* Maintain and record documents to include but not limited to visa application ,travel documents preparation
* Acting as the first point of contact for anyone enquiring about a vacancy;
* Develop, maintain and administer electronic and paper personnel records;
* Handle travel requirements of company viz. booking of air ticket, hotel reservation for employees;
* Perform other duties as assigned;
* Coordinating administrative issues like visas, offer letters, memos, and employee requested documents;
* Arranging internal and external meetings, using Outlook calendars;
* Arranging a meeting with VP HR & Administration;
* Prepare the HR weekly agenda;
* Coordinate with the Management in conducting induction and orientation of newly joined employees;
* Process the health insurance for the new employees;
* Adherence to strict levels of confidentiality;
* Updating customer billing file in new system Orion;

• Schedule and coordinate meetings, appointments and travel arrangements for the HR Managers.

**Receptionist:**

* Answer general phone inquiries using a professional and courteous manner;
* Direct phone inquiries to the appropriate staff members;
* Reply to general information requests with the accurate information;
* Greet clients/suppliers/visitors to the organization in a professional and friendly manner;
* Control flow of incoming & outgoing documents;
* Kept detailed message to proper department;
* Assist in the planning and preparation of meetings, conferences;
* Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.;
* Perform other related duties as required;
* Assist in the planning and preparation of meetings, and conference telephone calls.

**Administrative Support:**

* Use computer word processing, spreadsheet, to prepare reports, and documents;
* Sort incoming mail, faxes, and courier deliveries for distribution;
* Provide secretarial and administrative support to management and other staff;
* Make travel, meeting and other arrangements for staff ;
* Coordinate the maintenance of office equipment (Photocopier, Shredding Machine);
* Undertake and assist in the recording and processing of invoices, receipts and payments as required and instructed;
* Provide general administrative support to the staff team.

**May 2005-Feb-2008 MOHAMMED AL DARMAKY FOR CONSULTING ENGINEER & INTERIOR DESIGN ABU-DHABI, KHALIDIYA UAE**

Role: Administrative Support/ Document Controller

From: 2005-2008

Duties & Responsibilities:

* Handles Company Affair with discretion;
* Compiles and prepare all pertinent documents correspondence accounting report and maintains confidentiality of these documents;
* Responsible for all the function and activities of the office in organize manner from secretarial;
* Preparing Correspondence/ Letters/ for the Clients as per Engineers Advised;
* Arrange all important documents of all clients;
* Prepare monthly expenses of the company Responsible for receiving incoming and outgoing correspondence and faxes;
* Receive visitors and applicant and direct them to the person required;
* Attend telephone calls and screen them for relevance before directing them to the department officials;
* Assist in compilation of tender submission documents;
* Responsible for sending an invitation for the company invited for tender;
* Arrange copies of Drawing to be submitted for Approval;
* Scan and prepare the document for approval;
* Purchase, receive and store the office supplies ensuring that basic supplies are always available.

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| **Trainings** | **Knowledge** | **Skills & Competencies** |
| * First Aid –GTC Abu Dhabi UAE (2009) * Business and Reception Etiquette –Select Training Abu Dhabi UAE (June,2011) * Microsoft Office 2010 – Areef Computer School Abu Dhabi UAE (2012) * Professional Business Communication – Abu Dhabi | * Word processing   + Databases   + Spreadsheets   + E-mail * Internet Explorer * JD Edwards System (HR, Admin & Procurement Requisitions) * Online: Professional Foundation Knowledge Center by Skill soft | * Proven team leadership & motivation skills * Adaptable to new work challenges * Employee relations administration skills * High stress tolerance-work under pressure * Tact to deal with all levels of people |

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| **Educational Background** |

**Bachelor of Science in Nursing Administrative Assistant**

Wesleyan University Philippines Penns Foster (Online)

Year Graduated: March 1995 Year 2014

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| **Personal Information** |

Nationality: Filipino

Visa Status: Transferable Visa

Marital Status: Single

Date & Place of Birth: October 30, 1972, Philippines

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**1522368 Gulfjobseeker.com CV No:**