Frances

Frances.259022@2freegmail.com

**CAREER PROFILE:**

* Detail-oriented, efficient and organized professional with extensive experience in accounting systems.
* Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
* Excellent written and verbal communication skills in English
* Highly trustworthy, discreet and ethical.
* Resourceful in the completion of projects, effective at multi-tasking.
* Scheduling & Managing Personal Meetings and appointments.

**SKILLS** Analyzing, recognize problems, Problem solving. Handle detail work, Work under tight deadlines, Orderly thinking, Data processing, Operate business machines, Record keeping, Financial concepts, Investment principles, Estimating & bidding, Fund raising, Bookkeeping

**EXPERIENCE:**

**AL RAWABIT INTERNATIONAL Nov 2015 – Current**

**ADMINISTRAVTIVE / EXECUTIVE SECRETARY – ABU DHABI**

* Provide secretarial and admin support to the project team and department to ensure the smooth running of the projects operations.
* Develop and maintain document control processes for the efficient management.
* Maintain a proper and user friendly filing and document control system for recording and tracking of all documents.
* Receiving & Distributing of documents.
* Preparing & Submitting submittals (i.e. Material, Shop drawing, RFI & etc).
* Perform data-entry, recoding, printing and filing duties.
* Attend telephone calls (e.g. Supplier’s and Client’s concern) and fax.
* Facilitates email, fax and letter correspondence.
* Monitoring shop drawing schedule/ material log.
* Tracking the procurement log for the materials in order to meet the delivery date and Client’s deadline.
* Distributing emails/correspondence, drawings, RFI’s and all data’s received.
* Prepare Local and International Purchase Order.
* Prepares and accomplished job orders, job revision, RFI’s and billing cost.
* Prepare quotation subject to approval by the Client.
* Dealing with correspondence and/or electronic mail.
* Organizing data, information and scheduling meetings or conference with the Client/Supplier.
* Negotiate with suppliers to obtain resources or materials.
* Comparing the given budget vs. the price from the supplier before doing LPO.
* Attend to Client inquiry
* Preparing presentations.
* Answer incoming calls, determine purpose of call and transfer calls
* Take and deliver messages
* Greet visitors, Interact with visiting vendors ,Provide ongoing customer service support
* Receive, sort and distribute mail
* Receive and process deliveries
* Draft correspondence
* Generate reports and other documents
* Maintain front desk procedures including contact information, directions and frequently requested company information
* Ensure that all agreed Policies and Procedures are maintained at all times
* Monitor the day-to-day financial operations, including payment of fees, collection of outstanding money, within the nursery financials
* Dealing with enquiries, following up enquires
* Adding new students to the system, ensuring children’s files are set up and filed
* Maintain accurate and up to date records for all children including attendance registers and emergency contact numbers.
* Tidiness of office, reception and desk.
* Ensure that all recruitment processes within the nursery comply with Company Policy, employment legislative framework and OFSTED requirements
* Processing Salary’s and Invoices, preparing balance sheets and salary slips
* Dealing with a company’s payroll by processing wages and employee expense claims

**DP – PRESIDENTIAL PARLIAMENT 2013 – NOVEMBER 2015**

**ADMINISTRAVTIVE / PROJECT SECRETARY – SOUTH AFRICA**

* Provide secretarial and admin support to the project team and department to ensure the smooth running of the projects operations.
* Develop and maintain document control processes for the efficient management.
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* Receiving & Distributing of documents.
* Preparing & Submitting submittals (i.e. Material, Shop drawing, RFI & etc).
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* Attend to Client inquiry
* Preparing presentations.

**WOODENEGE 2010 – 2013**

**ADMINISTRAVTIVE / PROJECT EXECUTIVE SECRETARY - SOUTH AFRICA**

* Provides link between the Company and the clients.
* Helping the Project Manager with following projects **from Tender to Handover of the site.**
* **Organizing the Material Samples for the project Like:** Wood , paint , glass , steel for the client approval
* **Handling Procurement Schedule (** To order all the materials for the project)
* Help set up work orders and are responsible for billing and the bookkeeping.
* Handling incoming and outgoing calls.
* Faxing documentation, keeping track of invoices.
* Assembling of documents that must be transmitted to other parties (eg client, and suppliers etc).
* Track the delivery of suppliers and make sure they are in good condition.
* Prepared and organized paperwork and other materials as needed for meetings, conferences, travel arrangements and expenses reports.
* Set up and handled incoming mail and office filing systems.
* Reads and responds to correspondence.
* General Correspondence.
* Maintaining files conduct research, collect and analyze data to prepare reports and documents

**FILMATIC November 2007 – 2010**

**RECEPTION / EXECUTIVE SECRETARY/ HR ASSITANT – HR DEPARTMENT - SOUTH AFRICA**

* Handling incoming and outgoing calls.
* Attending Visitors.
* Prepared and organized paperwork and other materials as needed for meetings, conferences, travel arrangements and expenses reports.
* Composed, typed, and distributed meeting agendas and minutes, routine correspondences and reports
* Assigns, reviews, tracks, and prepares correspondence assignments.
* Maintained office scheduling and event calendars.
* Set up and handled incoming mail and office filing systems.
* Responding to correspondence.
* General Correspondence.
* Create new or revise existing methods by analyzing operating practices and procedures
* Collected and coordinated the flow of internal and external information.
* Managed office equipment and office space
* Maintains various databases.
* Maintaining files.
* Introduce executive at meetings and on telephone.
* Interaction with vendors and clients.
* Help the supervisor in organizing a program or seminar.
* Facilitate the seminar conducted (ice breaker)
* Monitoring and checking the time in/ time out of OJT’s

**KWV PTY LTD HEAD OFFICE 2004 - 2007**

**ACCOUNTING - SAP PROCESSING - SOUTH AFRICA**

* Managed financial departments with responsibility for Budgets, Forecasting, Payroll, Account Payable and Receivable.
* Managed vendor accounts, generating weekly on demand Cheques.
* Prepared annual company accounts and reports.
* Ensured compliance with accounting deadlines.
* Administered online banking functions.
* Reduced credit period from 90 days to 60 days.
* Coordinated monthly payroll functions.
* Prepared weekly confidential sales reports for presentation to management.
* Liased with bankers, regarding financial transactions.
* Monitored and recorded company expenses.
* Performed general office duties and administrative tasks.
* Managed the internal and external mail functions.
* Provided telephone support.
* Scheduled client appointments and maintained up-to-date confident client files.

**SA GUARANTEE PRIVATE BANKING 2001 - 2004**

**ACCOUNTING - SAP PROCESSING - SOUTH AFRICA**

* Managed financial departments with responsibility for Budgets, Forecasting, Payroll, Account Payable and Receivable.
* Managed vendor accounts, generating weekly on demand Cheques.
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* Managed the internal and external mail functions.
* Provided telephone support.
* Scheduled client appointments and maintained up-to-date confident client files.
* **SALES AGENTS**
* Invoicing – Credit Notes
* Month-end Summaries
* Reconciliations
* Liaison
* Purchase Orders
* Keep records of contracts, meetings minutes and technical specifications between the Agents and Management.

**EDUCATION:**

Diploma Accounting & Account Management **BOLAND UNIVERSITY WORCESTER, SOUTH AFRICA** (2001) university

Diploma Legal Secretary & Office Practice **BOLAND UNIVERSITY WORCESTER, SOUTH AFRICA** (2000)

**COMPUTER SKILLS & ADDITIONAL SKILLS** Microsoft Word, Excel, Access, PowerPoint, Outlook Express, Microsoft Windows and Microsoft Office, SAP, Paper Trail, Credit Control & Legal Secretary.