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**CAREER PROFILE**

PA to the CEO (Company Owner) / [Admin Assistant/ Sales Coordinator](http://www.bestsampleresume.com/sample-administrative-assistant-resume/sample-administrative-assistant-resume-1.html)  / Maintenance Coordinator cum Customer Service with strong interpersonal and organizational skills, with ability to multitask and accustomed to work in a high-pressured environment

**WORK EXPERIENCE**

**Bond Trading Co. LLC/ Bond Group**

June 2008 – Present

**Secretary/PA to CEO (owner) cum Sales Coordinator cum Admin Assistant**

 **Secretary/PA to CEO cum Sales Coordinator Duties & Responsibilities**

* Responsible for the effective coordination and follow-through of the activities and commitments of the CEO
* Organize CEO’s meetings and manage calendars, Assists CEO’s business associates/partners
* Supports the CEO with his day-to-day administrative needs and organizational duties.
* Makes complex travel arrangements such as ticketing, hotels and other related activities for the CEO, business partners/ associates and family members
* Manage the CEO’s travel expenses and process reimbursements whenever applicable
* Maintain CEO’s executive and personal files. Manage his incoming and outgoing mails
* Screens incoming calls and take down important messages
* Process visas for other countries (USA, Europe, UK, ME, Asia) for business and personal visits
* Handles petty cash for the CEO’s office, Process expense reports with supporting documents
* Take minutes, dictations and proof read business letters
* Manages the CEO’s properties for rent, coordinates with real estate, attend to every potential customers who are interested in renting out the flats, prepares documents, contracts and payments
* Attends to the needs of every family member and the household
* Process insurance applications, renewals and payments for the CEO and family members. Submits claims to the health insurance company and follow up on the reimbursement
* Coordinates with the health insurance provider for faster approval of certain urgent medical treatment requests.
* Process credit card payments, reimbursements , school payments , petty cash, etc.
* Gather departmental reports when needed. Prepare reports, memos and other correspondence. Conduct internet research as instructed
* Manage the Info mails, sees to it that Tender Invitations are properly passed on to the Tender Department. Forwards inbound info mails to the concern person and/or department
* Search for potential projects, contact consultants or main contractors for possible biddings
* Coordinates and follow up the Sales Team for every projects that they are working on. Gather reports and keep a file.
* Attends to weekly Sales Team meeting (All Executives), take minutes and follow through on the projects that each Sales Person is working on.
* Signs up and manage online portal for tenders and pass on leads to the Sales Team to work on

**Admin Assistant Duties & Responsibilities**

* Sends out mails or contact hotels to get their best rates and negotiate for group bookings.
* Coordinate travel arrangements; prepares itineraries; prepares, compiles and maintains travel vouchers and records. Book restuarants and conference rooms for lunch, dinner and meetings
* Prepares invoices, goes to banks for cheque deposits and encashments
* Book tickets, hotels, transportation and process visas for the guests
* Provides administrative/secretarial support for executives /divisions such as answering telephones, assisting visitors, travel arrangements and resolving a range of administrative problems and inquiries. Order office/stationery and pantry supplies
* Contact suppliers for marketing requirements. Register for Exhibitions in UAE and Abroad
* Coordinates with procurement department for materials and/or supplies needed. Or directly contact suppliers for urgent requirements.
* Process material requisition, LPOs and payments
* Manage the PRO’s office in his absence ; Process Free Zone Employment visas online
* Manage the reception and switchboard in the absence of the receptionist.
* Coordinates with Labor Supply Agencies for overseas recruitment and prepare necessary documents to expedite the recruitment process.
* Arrange and coordinate with Courier/ Shipping companies for requirements and rates; tracks shipments

**Bond Trading Co LLC/Bond Group**

July 2012 – Present

**Cable TV Maintenance Coordinator cum Customer Service**

* Attends to clients/customers’ calls for complaints, tv signal problems and sends out technicians to rectify it
* Prepares quotations/proposals for Clients and/or properties in need of TV and Satellite connections
* Prepares quotations/proposals for rectification/maintenance works if and when the existing problem is not covered as per the Building Maintenance Contract
* Coordinates with the Purchasing Dept for prices of certain materials needed for installation and rectification issues
* Call out supplier to check for prices and sends to the Purchasing Dept for verification and documentation
* Coordinates with the warehouse/ store incharge for availability of materials
* Coordinates with the channel provider for every client’s requirement, new subscription and renewals
* Sees to it that every complaint is attended, TV signal and connection related issues are rectified
* Prepare a monthly sales and expense report

**Bond Trading Co LLC/Bond Group**

November 2005 – May 2008

**Receptionist/ Telephone Operator / HR Assistant**

* Manage a busy switchboard, transfer calls and relay messages to the right personnel/ department
* Greet and assist guests/ clients, determine the purpose of their visit and direct them to the right person and/or department
* Assists Cable TV walk- in customers
* Direct the general public to the appropriate staff member
* Answers and handle client quiries and complaints for Cable TV Department
* Provides information about the establishment
* Sends and receives couriers. Keeps a record of all outgoing and incoming mails
* Organize, sort and assign mail distribution for all the employees.
* Arrange public transportation for the guests when needed
* Prepares meeting/conference rooms for meetings
* Maintains an updated telephone list
* Manages the attendance of the front office staffs
* Ensures the front office/reception is clean and tidy at all times
* Assists the PRO for the visa processing
* Coordinates with employees and agencies for the visa requirements
* Maintains HR records/ files
* Process employees’ leave applications
* Orders company uniforms, sees to it that all uniforms are distributed to all sites and offices. Maintains a record of uniforms dispatched and in-stock.

**SKILLS AND PROFECIENCIES**

* Fluent in oral and written English
* Excellent coordinating skills
* Hardworking, honest, efficient, flexible, self-motivated, and can work efficiently in a high pressured environment
* Able to deal with complex travel arrangements
* Proficient in Microsoft Office

**EDUCATIONAL ATTAINMENT**

Bachelor of Science in Occupational Therapy

Velez College

Philippines

June 1999 – March 2004

**PERSONAL INFORMATION**

Birthdate : August 27, 1982

Marital Status : Single

Interest : Travel