**Ligaya**

[*Ligaya.260614@2freemail.com*](mailto:Ligaya.260614@2freemail.com)

*Dubai, UAE*

**SUMMARY OF QUALIFICATIONS**

* Four (4) years as a secretary to the managing director / receptionist in oil and gas Company.
* Three (3) years’ work experience as a secretary of engineering advisor, operations manager and project engineer of grading, earthworks, road works and general Infrastructure company.
* Proficient in Microsoft office application.
* Articulate English communicator
* Excellent writer.
* Highly organized with strong inter-personal skills.

**WORK EXPERIENCE**

**May 2011 – Jan 2016 Secretary to the Managing Partner**

**Cum Receptionist**

Overseas Energy LLC

P.O. Box 211155, Dubai UAE

Tel No. 04-3433443/ Fax No. 043216858

* Draft correspondence, prepares and sends LPO’s, receive cheques and issue receipt vouchers.
* Arrange pick-up collection with the courier.
* Answer, screen and forward incoming calls.
* Read, monitor and respond to boss email.
* Receive and sort daily mails, deliveries, couriers.
* Handles petty cash fund of the office.
* Order stationery items and office equipments.
* Arrange car service requirement for the staff.
* Direct and evaluates performance of cleaning staff.

**Dec. 8, 2007 – April 2011 Secretary**

**Arabuilco Contracting LLC**

Sheik Zayed Road P.O. Box 51877

Dubai U.A.E.

Tel: 04-3216061/ Fax: 04-3216090

**Key Assignments:**

* Secretary to the Operations Manager - Arabuilco Head Office
* Secretary to the Consultant - Khatib & Alami Con. Eng.

Palmarosa Road Works & Infrastructure Dubai Land

* Secretary to the Project Engineer - Ghantoot Transport & Gen Contracting Est. Dubai Industrial City Grading Works
* Draft, submit and follow up status of general correspondence drawings, reports and minutes of meeting to client, consultant, sub-contractor., site office memos, site office forms, request for quotations, letters to banks and suppliers.
* Handles an informative system of project suppliers and material rates, trade licenses, project contract agreements, letters of intent/acceptance from project clients, payment certificates, and hand over certificates.
* Receive, classify, distribute, and archive incoming correspondence from project clients and consultants, sub-contractors, suppliers, banks, quotations, invoices, statement of accounts, tender invitations, and invitation to quote.
* Implement standard procedures for receiving, distributing, archiving, maintenance and retrieval of project Correspondence1, Request for Inspection2, Request for Information3, Document Transmittal4, Material Approval Request5, Inspection of Materials Delivered to Site and Daily Work Program7making sure that information should be available to all concerned persons at any time.

**August 2004– Sep 2005** **Shipping & Documentation Assistant**

**33 Point 3 Exports Incorporated**

M.L. Quezon St., Casuntingan MandaueCity Cebu Philippines.

* Prepare commercial invoices.
* Prepare shipping documents
* Entertain calls from suppliers regarding shipment schedules.
* Arrange shipment schedule with cargo forwarders and couriers.
* Arrange schedule with Pest Control Management Authority prior to shipment of product.
* Ensures proper filing and maintenance of client and shipping documents.
* Assist Marketing Department in photo shoot, editing, product classification, tagging and packaging.
* Assist Marketing Department in encoding product classification and details.
* Distribute manually salaries of employees.

**June 2003 – May 2004 Production Associate**

**INNODATA XML Content Factory Inc.**

Subandaku, Mandaue City, Cebu Philippines

* Converts large scale data (ranging from hard copy and paper collections) to a variety of proprietary electronic formatted data) to a variety of output formats using high speed scanning.
* Check and examine accuracy of large scale formatted data to verify conformance to quality standards.

**EDUCATIONAL QUALIFICATIONS**

Bachelor of Science in Commerce (1996- 2002)

University of St. La Salle Bacolod City Philippines 1996- 2002

**PERSONAL DATA**

Birthday: December 15, 1979

Religion: Roman Catholic

Marital Status: Single

Visa Status: Residence (Transferrable)

Languages Spoken: English, Filipino, Ilonggo

**OTHER QUALIFICATIONS**

Investor – Philippine Stock Market