**CURRICULUM VITAE**



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**Position Desire: Any position that would fit my qualifications.**

***OBJECTIVE***

To obtain a position that allows me to utilize my management, administrative, and organizational skills in my field of expertise in order to promote growth and faster professional development within the organization.

*QUALIFICATION*

* Proficient on Microsoft Office (Word, Excel, Power point)
* Effective verbal listening and communication skills
* Planning, Organizing and time management
* interpersonal skills and time management skills
* customer-service orientation
* Initiative/Reliability

***WORK EXPERIENCES***

**Marafiz General Contracting**

**Secretary/Document Controller**

**Head office: 1803, 18th Floor, Tower A Bldg. 15**

**Electra Road, Abu Dhabi City, UAE**

**July 2015 to January 2016**

**Project: Wahat Al Zaweya Development – Roads and Infrastructure**

**Client: Wahat Al Zaweya Development**

**Consultant: Hyder Consulting**

**Key Performance:**

* To attend all secretarial duties, personal & confidential matters with minimum supervision
* Able to work under pressure to meet deadlines & deal with relevant authorities in a professional manner
* Preparing inspection request, material submittal, shop drawing and other submittals and register to database for proper monitoring and update.
* Arrange, schedule and organize board meetings, staff meetings and other departmental meetings when required. (produce agendas and taking minutes)
* To monitor & track all outgoing and incoming documents to ensure proper handling
* To provide professional customer service to customers at all times
* Execute timely, efficient and effective operations of the department
* Prepare administrative reports for the senior management team
* Uploading and downloading all engineering related documents.
* Provide full secretarial support to Human Resources Manager
* Implementing new procedures and administrative systems
* Administration work of department & maintaining records.
* Handling ISO documents for the process department
* Handle information requests from clients and visitors
* Handle office correspondence and filing systems
* Sending & Receiving all project related e-mails.
* Maintaining records and control of documents
* Prepare and distribute minutes of meetings
* Co-ordinate and follow up on interviews
* Liaise with relevant organizations
* Answering telephone calls
* To manage all other tasks as assigned by the Management

**Cosmetica Beauty Trading L.L.C.**

**Secretary/Receptionist**

**Dubai, United Arab Emirates**

**July 2013 to July 2015**

**Duties and Responsibilities:**

* Receive, direct and relay telephone messages and fax messages
* Answer all incoming calls and handle callers inquiries where ever possible
* Re-direct calls as appropriate and take adequate messages when required
* Greet, assist and/or direct visitors and the general public
* Direct the general public to the appropriate staff member
* Compiling records of office activities
* Open and date stamp all general correspondence
* Maintain the general filing system and file all correspondence
* Make preparations for council and committee meetings
* Maintain an adequate inventory of office supplies
* Checking and entering data
* Provide word processing and secretarial support
* Develop and maintain a current and accurate filing system
* Monitor the use of supplies and equipment
* Coordinate the repair and maintenance of office equipment
* Assist the executive director and other staff as required
* Keeping office area neat and tidy
* Perform other related duties as required

**Makati Development Corporation**

**Office Clerk**

**January 2009 – March 2011**

**Key Performance:**

* Able to work under pressure to meet deadlines & deal with relevant authorities in a professional manner
* Arrange, schedule and organize board meetings, staff meetings and other departmental meetings when required. (produce agendas and taking minutes)
* To provide professional customer service to customers at all times
* Execute timely, efficient and effective operations of the department
* Prepare administrative reports for the senior management team
* Provide full secretarial support to Human Resources Manager
* Implementing new procedures and administrative systems
* To monitor & track documents to ensure proper handling
* Handle information requests from clients and visitors
* Maintaining records and control of documents
* Maintaining records and control documents
* Prepare and distribute minutes of meetings
* Co-ordinate and follow up on interviews
* Liaise with relevant organizations
* Answering telephone calls
* To manage all other tasks as assigned by the Management

**CM. Pancho Construction Incorporation**

**Admin Assistant**

**January 2005 – December 2008**

**Key Performance:**

* Able to work under pressure to meet deadlines & deal with relevant authorities in a professional manner
* Arrange, schedule and organize board meetings, staff meetings and other departmental meetings when required. (produce agendas and taking minutes)
* Execute timely, efficient and effective operations of the department
* Prepare administrative reports for the senior management team
* Handle information requests from clients and visitors and filing
* Provide full secretarial support to Human Resources Manager
* To manage all other tasks as assigned by the Management
* Implementing new procedures and administrative systems
* Prepare and distribute minutes of meetings
* Organize and update databases effectively
* Co-ordinate and follow up on interviews
* Liaise with relevant organizations
* Answering telephone calls
* To manage all other tasks as assigned by the Management

*EDUCATION*

College – Bachelor of Arts in History

Polytechnic University of the Philippines

2010-2012

Undergraduate

**Secondary High School**

San Pedro National High School

1995-1999

**PERSONAL INFORMATION**

## BIRTHDATE : October 13, 1982

## CIVIL STATUS : Married