Dear Sir

I understand that there is a vacancy in your esteem organization. I would like to apply as one of the candidate and would appreciate if given an opportunity for the personal interview where I can provide more information with regards to my job experience, exposure to the online admin expertise, my ability to adopt to any changing challenges. I am always ready to go that extra mile that makes all the difference for the benefit of the organization.

I believe in excellence and have always worked single minded towards the assignment given to me. I am self-motivated, result oriented person and constantly strive to achieve the excellence in any job, assignment, project assigned to me.

I look forward to hear from you in the near future, hopefully an opportunity for the a personal interview where I can learn and understand more about your company in line with my education, experience and expertise that can be best utilized for the benefit of your esteem organization.

Thanking you in anticipation!



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Gulfjobseeker.com CV No:1565730

E-mail: [gulfjobseeker@gmail.com](mailto:gulfjobseeker@gmail.com)

**Career Objective:**

To work with a reputed organization where my education, knowledge, and experience are fully utilized for the benefit of the organization. I wish to be part of the organization’s growth and grow with the organization.

**Work Experience:**

**Admin Officer: November 2014 to present**

**Elite Logistics DWC LLC**

Elite has many divisions and I am responsible for admin cum HR functions, for following 3 divisions:

1. Elite Logistic DWC LLC
2. Elite Express Cargo LLC
3. Elite Speed and Safe LLC

My duties and responsibilities are stated below

* Processing on line visa for the new staffs
* Maintaining track record for renewal of employees Passport / Visa / Labour Card / National ID etc.
* Processing online cancellation for the employees who left
* Processing online bank guaranteed refund for the staff left
* Maintaining and sharing Bank Guarantee Record with the management
* Checking online staff traffic fines and advising the management
* Processing online special requests for lost Labour Card / National ID etc.
* Issuing LPO for local purchase from the various vendors
* Arranging airline tickets for staff going on leave.
* Acting as key coordinator for above companies.

**Cashier cum Sales Assistance: Year 2009 - 2011**

**Dubai Grand Hotel**

Here job was more of a hospitality industry, worked as cashier cum sales assistance, job responsibilities involved: -

* Handling Cash Counter
* Receiving client’s orders, ensuring the smooth execution of the same.
* Attending to client’s complain and resolving it to client’s satisfaction.
* Providing daily sales report to the management

**Quality Control – Officer: Year 2008**

**Wu Kong (S) PTE. LTD**

* Primarily involve in sampling segregation of the products
* Ensuring that manufactured products meet pre-determined quality standards.
* Performing visual inspection to ensure that the units were free from any defects. cosmetic defects.
* Company followed ISO (International Standards Organization) and ANSI (American National Standards Institute).

**Quality Control Officer Year: 2006 - 2007**

**Sankou Seiki Co. LTD. INC**

Basic responsibilities and functions remained same as above .i.e. monitoring the quality of the products, ensuring set standards are met identifying the reasons for defective product and advising the management as to how defective production can be controlled, participating in brain storming monthly meeting of the management.

**Skills:**

Knowledge of Microsoft

Word, Excel, PowerPoint.

Online visa processing - Jebel Ali / DWC.

Maintaining Company’s Portal Account for visa processing.

**Qualifications:**

**Vocational Course: Year 2008**

Cavite West Point College

Computer Secretarial

**Secondary: Year 1998 – 2002**

Alfonso National High School

Alfonso, Cavite, Phil’s.

**Primary: Year 1992 – 1998**

Guyam Malaki, Elmentary School

Indang, Cavite, Phil’s.

**Personal Data:**

Date of Birth: December 8, 1985

Sex : Female

Civil Status: Single

Languages: English/ Filipino