**First Name of Application CV No 1637610**

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**QUALIFICATIONS:**

• Bachelor’s Degree in Engineering

• Masters in Management – Academic Requirements

• 7 years multi task Expat in the United Arab Emirates

• 20 years career with distinction with the Philippine Government

• Recently studied Environmental Health & Safety (HSE) Course

**Worked for 5 years to a foreign branch company in Abu Dhabi engaged in Architectural & Engineering Consultancy Services: Building designs Structural and MEP designs to include project management and construction supervision. Generally committed to the evolution of the company activities such as: administrative office operations, facility management, preparation of project proposals, marketing materials/brochures, pre-qualification documents, designs reproduction, tendering, awarding of contracts up to project construction supervision services. And 2 years multi task with trading and commissioning company.**

**CAPABILITIES:**

* Proficient in various MS Office - Excel, Word , Outlook, Power Point, Photoshop, Internet

Navigation & other IT Software Applications online; Aconex (Online Document

* Management ProCost (Company Accounting Software), Quick Book Pro2011 Accounting

Software.

* Able to handle works in an efficient and timely manner
* Ability to plan/organize programs/workloads accordingly
* Demonstrate leadership abilities, performs job with minimum supervision
* Ability to write in concise manner and can effectively communicate orally
* Can work in a multi-cultural and multi-national environment

**RELEVANT EXPERIENCES:**

**Secretary**

ADCECO Group

Abu Dhabi- UAE

June 2013 to March 2015

* Provide secretarial and administrative task to the office the General Manager and Chairman of the company. ADCECO GROUP management is to get in association with international firms, manufacturers, dealers or agents with interest to form a firm in Abu Dhabi as sponsors/partners or to represent the firm for specific projects, supplies or services.
* Serve as facility coordinator to all the real estate owned by the Chairman as such: Prepare Tenancy Contract, coordinate to contracted services that requires immediate maintenance on the properties.

**Secretary/Office Manager**

KPFF Global Inc. – ADCECO Group

3G Consultancy Engineering

Abu Dhabi – U.A.E.

November 2008 to March 2013

Secretary to the CEO/COO/MD

* Manage calendar, reminds scheduled appointments, arrange ticket and hotel booking for

all travels as per company standard.

* Coordinate arrangements of office meetings, internal and external events;
* Operate switchboard for incoming & outgoing calls and rerouting calls;
* Receive visitors handle their queries and direct them to appropriate staff according to their needs;
* Handle incoming mails & other material;
* Operate electronic mail systems and coordinate the flow of information both internally and with other companies;
* Perform other assigned task.

Technical/Administrative Tasks:

* Prepare communications/ proposal, presentations, minutes of meetings, responses to RFI’,
* submittals, specification etc., includes making appropriate copies for records/& dispatching;
* Set up and maintain paper & electronic filing systems for records, correspondence and

other materials;

* Administer vacancy announcement, prepare short list, conduct pre interview and induction training
* Provide assistance to the PRO for processing of labor work permit, visa, health card, UAE ID for staff;
* Complete forms in accordance with company procedures for commercial licenses

applications & or renewal, etc.

* Coordinate travel, accommodation of incoming staff and guests and other similar arrangements;
* Maintain & Update staff files & records;
* Preparation of weekly status reports and work hours, ensure submission of staff monthly timesheet;
* Management of office consumables, ordering, receiving and organizing supplies;
* Administer set up all office facilities functionality at all times (fax, printers, copiers, telephone, internet, computers, A/C, electricity, office furniture & equipment, etc.)
* Coordinate purchasing of office equipment, furnishings when needed.

Accounting Tasks:

* Project Cost using company designed software: Job Tracks, Billing, Invoice, Job Costing & Payments;
* Accounts payable/receivables & other related bank transactions;
* Manage petty cash;
* Prepare staff payroll & payments thru WPS;
* Prepare budget proposal & regularly update MD on financial status.

**Secretary**

TELECTRON Trading Services

Abu Dhabi, UAE

August 2006 to September 2008

Secretary to the Personnel Department

* Manage to receive incoming/outgoing calls for the Department ;
* Maintain, review and updates personnel files and records ensure timely renewal of Visa, Labor Card , Work Contract, Passport and other related staff documents;
* Provide assistance required for Visa, Labor Cards, Security Gate Pass, commercial licenses applications & or renewals;
* Process leaves, time sheets/attendance records of all staff
* Ensure all staff with Medical and Life Insurance
* Apply Travel Insurance and other related document-Visa for staff going on business trips outside UAE
* Coordinate travel, accommodation of incoming staff and guests and other similar arrangements
* Follow up pending issues/actions and feedback to supervisor accordingly.

As Human Resources/Admin Assistant

* Draft company policies rules and regulations for management review and implementation;
* Review policies and monitor its enforcement;
* Prepare correspondence /internal memo for management signature/approval;
* Prepare performance appraisal modules/forms, review and submit results/recommendations for management consideration;
* Plan and program trainings of personnel for management consideration;
* Receive CV, review and prepare summary of candidates for future vacancy references, schedule qualified applicants interview & conduct pre interview using questionnaires;
* Serve as secretary during management meetings;
* Conduct orientation/induction training for incoming staff;

As Accounts Assistant

* Prepare quotation, purchased orders, invoices & payments
* Track shipments of supplies & materials
* Ensure on time delivery of materials to Clients
* Coordinate purchasing of office supplies & maintain inventory

As Business & Development Assistant- Sales & Marketing

* Prepare Company Introduction Documents: Package Catalogues, Brochures, Fliers, CD presentations for sales & marketing
* Assist in event planning during company participation to exhibitions: ADIPEC Nov. 2006 held at ADNEC and CABSAT February 2007 held at Dubai World Trade Center.

**Local Government Operations Officer V**

Department of the Interior and Local Government (DILG)

Province of Isabela - Philippines

June 1989 to July 2006

* Supervise Local Government Unit (LGU) compliance to policies, directives, rules & regulations, administrative issuances from the national government;
* Prepares reports on specific areas of local government administration and makes policy recommendations;
* Prepares project proposal/activity design to strategize implementation of the Departments’ programs/projects and activities;
* Provides trainings/ technical assistance and consultancy services in the areas of local government supervision and development to local officials and employees, such as:
* Development Planning; Delivery of Basic Service; Community Empowerment; Ecological Waste Management; Disaster Management and Preparedness Programs; Human Resource Management System; & Fiscal Administration.
* Maintain inter-agency linkages/coordination in the implementation of LGUs’ programs and projects through meetings and conferences;
* Served as Technical Working Group –Member re: Monitoring & Evaluation of programs and projects implemented through foreign assistance/grants;
* Organize/initiate meetings/conferences with non-government organizations/people’s sector for better relationship with the LGU;
* Initiates inter-agency collaboration/networking activities for national government program implementation through meetings/conferences and round table discussions;
* Perform duties & responsibilities as Designated Provincial Election Coordinator, Sports Coordinator & Nutrition Action Officer.

**Secretary/Project Analyst**

Provincial Government of Isabela

February 1985 to June 1989

* Facilitates smooth operations of the Governor’s Office through handling inquiries, receives visitors and phone calls, review/process correspondence and other writing task for the Governors’ signature;
* Prepares project/program proposals for consideration and approval of the Governor;
* Serves as Technical Working Group to the Governor’s priority projects;
* Provide secretariat services (arrange meeting requirements, and take down minutes) to meeting/conferences held at Governor’ office;
* Arrange appointments of the Governor particularly on project implementation schedules & meeting with investors,

**PROFESSIONAL SOCIETIES AND ACTIVITIES IN CIVIC AND PUBLIC AFFAIRS :**

DILG Isabela Retirees Union Affiliate

Philippine Society of Agricultural Engineers Affiliate

Philippine Society of Nutrition Action Officers Affiliate

National League of Sports Coordinators Affiliate

Philippine Society of Safety Professionals AUH Affiliate

**EDUCATIONAL BACKGROUND:**

College Isabela State University

Echague, Isabela - Philippines

Degree Bachelor of Science in Agricultural Engineering

Post Graduate Masters in Management – Academic Requirements

Isabela State University

Echague, Isabela - Philippines

**PERSONAL INFORMATION :**

Date of Birth : 30 Dec. 1961

Status : Married