**First Name of Application CV No 1639824**

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**WORK HISTORY**

**M+W Group MEA**

Mohamed Bin Zayed, Abu Dhabi

February 2015 up to Present

* **Personal Assistant to the Regional Managing Director and Regional Finance Director**
* Responsible for providing direct administrative support to the RMD and RFD.
* Maintains executive's appointment schedule by planning and scheduling meetings, conferences, teleconferences and business travels.
* Spearhead the responsibility of providing Logistics/Travel support for booking flights, visas, hotel reservations, and ground transport for staff from Regional Offices.
* Process travel and corporate expenses for employees.
* Systematically coordinate Outlook calendar appointments to ensure meetings (internal & external) and reservations are confirmed.
* Taking and transcribing meeting notes during staff meeting.
* Maintaining paper and electronic filing systems for records for the RMD and RFD.
* Screening telephone call for the RMD and RFD.
* Producing/printing documents, briefing papers, reports and presentations for the RMD and RFD.
* Liaising with Executives and their respective Personal Assistants of our Partners and Board of Directors.
* Meet and greet visitors for the RMD and RFD.
* Provide support to HR regarding medical insurance renewal, visa application and preparation of LPO for office supplies.
* Provide support in organizing company events like team building and trainings.
* Undertake other duties requested by the Management.
* Ensure that standards and confidentiality required by Law and by Management are maintained at all times.

**LeoComm PR** *formerly***Manning Selvage & Lee**

**Part of Leo Burnett Group MENA**

Dubai Media City

February 2009 to March 2014

* **Office Administrator/Executive Assistant to the Managing Director** *with the following duties:*
* Oversee all aspects of general office coordination
* Maintains executive's appointment schedule by planning and scheduling meetings, conferences, teleconferences and business travels
* Prepare correspondence, memos, modify contracts and commissioning work on behalf of MD
* Arranging, taking and transcribing meeting notes during staff meeting
* Coordinates with HR regarding visa processing requirements, company & NOC letters for employees
* Maintaining records and checking attendance sheets and employees leave status
* Prepare cost quotation, purchase orders, invoices and financial reports
* Liaising with the accounts payable to ensure that suppliers are paid on time and receivable to ensure that client’s payment are updated
* Maintains office supplies inventory by checking stock to determine inventory level, anticipating needed supplies, evaluating new office products, placing and expediting orders for supplies
* Provide support in planning, organizing and liaising press conference and other media events
* Undertake other duties requested by the MD
* **PR Assistant** *with the following duties:*

December 2007 – February 2009

* Provide administrative support to the staff members and maintain calendars to ensure that PR deadlines are met
* Provide backup support for front desk receptionist
* Perform liaising of press events and meetings
* Media list development and follow-ups of press releases with the media
* Compile and distribute news release and other client materials and mailings
* Assist in monitoring newspaper for daily clips and online media coverage
* Ensure that press releases and press kits are delivered on time

**GD Marketing FZ LLC**

Dubai Media City

March 2006 up to December 2007

* **Receptionist/Administrative Assistant** *with the following duties:*
* Responsibilities included receiving and distributing messages from telephone/email as appropriate, taking clear messages and passing these promptly to the appropriate member of the team using judgment of urgency
* Provide reception duties on behalf of the team, which involved providing face-to-face contact with visitors
* Participates in business and team meetings regarding service planning and to assist in the implementation and continual review of work systems.
* Provide administrative support to the staff members and maintained calendars to ensure that deadlines are met
* Arrange MD calendar which includes travel and hotel bookings, scheduling of meetings and conference
* Coordinate with suppliers to ensure that the materials are received on time
* Prepare sales invoice, purchase orders and follow up of payments

**Sincerity International Cargo Services**

Manila, Philippines

May 2001 to February 2006

* **Business Development Supervisor** *with the following duties:*
* Review contracts with the overseas agents to protect the interest of both the company and the clients
* Develop and research potential clients for import and exports
* Prepare period of billing to know the date where and when to bill the client and to ensure that all period and mode of payments are accurately monitored
* Process and disburse sales invoices to set up statement billing process for the clients.
* Work closely with these coordinators to monitor and ensure that all exports and imports are delivered on time
* Collect checks and follow up billings, EWT certificate, unbilled production and progress accomplishment reports at site. Request guarantee bond, monitor bond extension and assist PCD regarding retention receivables
* Develop, enhance and maintain business relationships with the internal and external clients, airlines and shipping lines representatives
* Perform other collection responsibilities as required

**EDUCATION**

**COLLEGE: Lyceum of the Philippines, Manila, Philippines, 1997-2001**

**(Bachelor Degree in Business Administration major in Tariff in Customs)**

**Personal Details**

Date of Birth: January 10, 1980

Nationality: Filipino

Civil Status: Married

**Skills and Interests**

Expert in Microsoft Office (MS Word, MS Excel, PowerPoint). Excellent multi-tasking. Fast learner with strong attention to details and results oriented.