**First Name of Application CV No 1644270**

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***OBJECTIVE***

Hard working professional with over 10 year experience in corporate business sector in the Philippines and more than 8 years in the Gulf area. To seek a challenging position suites my credential with core experience in Secretarial & Office Administration, Documentation Control, Front Office Management, Helpdesk and Coordination with Multi-national companies.

***SKILLS / STRENGTH***

* Gone through wide spectrum activities of general office administration.
* Secretarial and legal function of proprietary concerns.
* Good communication and analytical skills and positive dealings with the employees.
* Effective interface with senior management in-house functions and outside agencies.
* Front office management and telephone operation.
* Able to demonstrate professional, personal demeanor in a team-based environment
* Extensive interpersonal skill in communication with delegates and customers.
* Extensive experience of files and records management, secretarial activities, and clerical tasks.
* Independent and self-motivated professional will excellent research and writing skills
* Solid understanding of construction practices and business management concepts
* **Profound knowledge of report-preparation and file maintenance.**
* Extensive personal computer skill includes Internet browsing, Microsoft Office (**MS Word & MS Excel and Outlook, Power Point and Visio).**
* Extensive experience in using **Aconex** or similar electronic data management system
* Knowledge in Smart **EDMS** (Electronic Document Management System)

***CAREER SUMMARY***

**Al Fara’a Group April 2011 – up to present**

**Al Ain, Abu Dhabi, UAE**

***Executive Secretary***

Responsibilities:

* Reports directly to the Chairman.
* Drafting letters and correspondences.
* Performed administrative and secretarial duties with wide latitude for exercising discretion and judgment.
* Acted as liaison and maintained open lines of communication among senior executives, board members, shareholders, middle management and administrative staff.
* Review and proofread documents for Chairman’s signature.
* Collaborate with various levels of site operations team and management to gather information pertaining to key issues.
* Setup and coordinate meetings and conferences.
* Create, transcribe, and distribute meeting agendas and minutes.
* Answer telephones and handle in appropriate manner.
* Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.
* Controls incoming & outgoing documentation which includes verifying the completeness/accuracy of document information, numbering documents, coordinating reproduction, distributing and filing.
* Maintain confidential records and filing of reports, correspondence, statistics and related material for ease of retrieval
* Create, update & maintain internal & external customer / client data base including Email ID, Telephone nos., address and other important data as required by the top management.
* Coordinate project-based work.
* Coordinate and facilitate the diary / calendar to arrange appointments, meetings with external clients and government authorities.
* Provide update on status of issues and prepare brief for Chairman before scheduled meetings.
* Make domestic and foreign travel arrangements; prepare itineraries; maintain all travel records.
* Work closely with the HR and Administrative Team.
* Supports Cost Control Department and directly reporting to Group Projects Control Director
* Other duties as assigned.

**ALDAR BESIX LLC April 2008 – March 2011**

**Abu Dhabi, UAE**

**Project: FERRARI WORLD THEME PARK YAS ISLAND**

***Executive Secretary Reporting to the Deputy Project Director***

Responsibilities:

* Screening telephone calls, enquiries and requests, and handling them when appropriate.
* Organizing and maintaining diaries and making appointments.
* Dealing with correspondence and writing letters, and taking dictation and minutes.
* Carrying out background research and presenting findings into subjects the manager is dealing with.
* Organizing meetings and ensuring the manager is well-prepared for meetings
* Liaising with contractors and other staff related to operations matter.
* Standing in for the Manager and making decisions and delegating work to others in their absence.
* Liaising with the operation’s department personnel and provide administrative support.
* Maintenance of importance correspondences & control of important documents / records / reports using Aconex and electronic filing.
* Regulate the transmission of all projects documents (drawings, procedures, correspondences and administrative documents) between the company, partners and contractors through Aconex.
* Prepare documentation and status reports.

**BIN HAFEEZ GENERAL CONTRUCTING ESTABLISHMENT January 2007 – March 2008**

**Abu Dhabi, UAE**

***Helpdesk/Secretary/IT Coordinator***

Responsibilities:

* Attending HELPDESK transactions such as receiving emails, sorts logs and distributes as required.
* Types all kinds of correspondence and reports.
* Receives telephone calls and visitors. Gives answers to routine questions or takes messages and refers other matters to appropriate personnel.
* Creates and maintains filing systems, records, and indices, including files of a confidential nature.
* Keeps reference files and policy manuals up-to-date by adding and deleting obsolete information.
* Operates personal computer or similar equipment as required to satisfactorily perform work assignments.
* Arranges travel itineraries as required.
* Provides work direction to IT personnel as required.
* Operates fax machine and scanner.
* Liaising with different clients and suppliers to follow ups items related to IT.
* Performs any other clerical or miscellaneous duties as requested by the IT Manager

**NENITA QUALITY FOODS CORP. July 2004 – September 2006**

**Davao City, Philippines**

***Production Supervisor***

Responsibilities:

* Hold the position of production supervisor and leading around 110 subordinates and employees both processing and slaughterhouse.
* Directing, coordinating and monitoring sectional processes, procedures, plans and evaluations to guarantee the standard running conditions and productivity of the operation in accordance with the daily and monthly schedules.
* Responsible in the implementation of Quality Control and its procedures.
* Responsible and one of the team leaders in the implementation of Hazard Analysis Critical Control Points (HACCP) and its procedures.
* Responsible in the standard implementation of processes and parameters of each product.
* Maintains work flow by monitoring steps of the process; setting processing variables; observing control points and equipment; monitoring personnel and resources; studying methods; implementing cost reductions; developing reporting procedures and systems; facilitating corrections to malfunctions within process control points; initiating and fostering a spirit of cooperation within and between departments.
* Completes production plan by scheduling and assigning personnel; accomplishing work results; establishing priorities; monitoring progress; revising schedules; resolving problems; reporting results of the processing flow on shift production summaries.
* Maintains quality service by establishing and enforcing organization standards.
* Ensures operation of equipment by calling for repairs; evaluating new equipment and techniques.
* Coordinate with government agencies for necessary approvals of products.
* Assisting ISO representatives for internal auditing.

**NENITA QUALITY FOODS CORP. March 2000 – July 2004**

**Davao City, Philippines**

***Production Assistant***

Responsibilities:

* Make daily specific manpower schedules for each personnel.
* Supervise and monitor the whole operation from processing, canning and warehousing.
* Ensure that Good Manufacturing Practice (GMP) and hygiene and sanitation of the company are properly implemented.
* See to it that all standards parameters of producing meat products are properly followed.
* See to it that production yields are always within the standards.

**NENITA QUALITY FOODS CORP. July 1996 – March 2000**

**Davao City, Philippines**

***Quality Assurance In-Line Inspector/Microbiologist***

Responsibilities:

* Conduct formal and technical audit for all supplier and categorized them as high, medium and low.
* Conducted weekly and monthly microbial and process audits in all finished products to check the possible contamination.
* Conduct weekly swab test in all production personnel to check if they followed proper hygiene and sanitation.
* Make and submit reports on the results of the tests and suggest some possible solution to lessen microbial contamination.
* Responsible in the proper monitoring of processes and its standard procedures of the operations.

***SEMINARS AND TRAINING ATTENDED***

* Trainor’s Training Program
* Waste Management Training
* Work Attitude Enhancement Program
* Hazard Analysis Critical Control Points (HACCP)

***PROFESSIONAL QUALIFICATION -* Bachelor of Science in Food Technology** – Xavier University Ateneo de Cagayan, Cagayan de Oro City, Philippines.