**First Name of Application CV No 1645782**

Whatsapp Mobile: +971504753686



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**PROFILE**

 A result-oriented and highly efficient professional with substantial experience in multi-tasking role in various fields of **Secretarial, HR, Administration, Customer Service, Accounts & Finance**. Proficient in supporting the executives to top level managers in attaining its goals and objectives. Ability to work in fast-paced environment. Detailed-oriented, resourceful, and ethical in completing reports in a timely manner. Team player and able to work independently. Ability to grasp new concepts quickly.

**HIGHLIGHTS OF QUALIFICATIONS:**

* Graduate Degree in Accountancy
* Have thorough knowledge of General Office practices and procedures and good business English and proofreading.
* Interact effectively with all levels of management and clients.
* Demonstrated capacity to provide comprehensive support for top managers and executive-level staff including scheduling of meetings, coordinating/arranging travels and effectively managing all essential tasks.
* Adept at developing and maintaining detailed HR, Administrative and procedural processes that reduce redundancy, improve accuracy and efficiency, and achieve organisational objectives.
* Highly focused and results-oriented in supporting complex, deadline-driven operations; able to identify goals and priorities and resolve issues in initial stages.
* Proficient in MS Office Applications-Word, Excel, Power Point, Office Outlook

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| **E X P E R I E N C E**  |  |

**EXECUTIVE SECRETARY TO THE MD/HR & ADMIN SUPPORT CUM RECEPTIONIST**

**Fruits Garden Trading LLC**

December 29, 2012 to Present

Dubai UAE

**Reception/Hr Administrative Management:**

* In charge in the main switch board telephone, answer/screens a high volume of calls and maintain a rapid response rate according to agreed standards.
* Managing emails and all faxes received.
* Receive and deliver the mail to respective Managers/staffs.
* Handle all inquiries within capacity
* File data and perform other routine clerical tasks as assigned and for other departments

 as needed.

* Operate a variety of standard office machine, including a personal computer and a variety of computer software, phone, fax, calculator, shredding machine and photocopy machine.
* Communicate and liaise verbally and writing between customers/suppliers/visitors/enquirers and relevant staff, and interpret and respond clearly and effectively to spoken requests over the phone or in person, and to verbal or written Instructions.
* Establish and maintain effective working relationships with co-workers, supervisors and the general public.
* Perform reception duties in and efficient, professional and courteous manner.
* Maintain regular consistent and professional attendance, punctuality, personal appearance and adherence to relevant health & safety procedures.
* Receive a courier, documents and record to the system
* Responsible of the documents of import shipment that required by the Agent Shipper to release the D.O
* Constantly communicate to the PRO for shipments, cheques collection and documents renewal.
* Manage Gate pass entry application for vehicle and staff.

**HR & Administration Management:**

* Prepare all documents relating to the renewal of Trade License & Company Vehicles.
* Develops, Manage and Maintains HR Database e.g. scanned passports, labor contracts, labor cards and Visa details in the electronic filing system and maintains a General filing system.
* In charge of Employee records HR File system and safekeeping of Passport/Visa Release forms.
* Handles the validity of Visa, Health Card, Labor Card and Passport and forward the same to PRO.
* Responsible with all travel arrangements and hotel bookings for our Managing Director guest.
* Open and date stamp all general correspondence.
* Arranging maintenance visits.
* Creating a design in a jpeg / pdf format for Staff’s & Suppliers Birthdays and Holiday Seasons Greeting to be sent to customers or suppliers.
* Coordinate with insurance company in updating profiles of the staff.
* Coordinate with the typing center for the application of visa, renewal purposes and labor related.
* Posting ads for recruiting a higher position.

**PERSONAL ASSISTANT TO THE MANAGING DIRECTORS AND SENIOR MANAGERS**

* Provide secretarial support to the MD/Senior managers.
* In charge of the essential files of MD and his family.
* Responsible for the file copy of the MD properties such title of deeds, memorandum and valuation of villa.
* Process replies on own initiative or from manager’s dictation or notes
* Maintain the general filing system and file all correspondence for the MD.

**ACCOUNTS & PURCHASE MANAGEMENT:**

* Maintains and Updates the spreadsheet of Cheque collections and outstanding statements.
* Responsible for the filing and collating of essential documents particularly during audit. (cheque payment voucher, petty cash invoice, Cash receipt, cash/credit memo, statement of accounts, cheque deposit slip, bank statement, cancelled checks, HACCP files and certificate of our collaboration.
* In charge with the preparation/releasing of cheque’s for all clients/suppliers and validate the cheque payment voucher.
* Take orders from our customers and endorsed it to Sales Department.
* Received and records complains from our customers and send it to our Quality Control Manager.
* Prepares required documents for Company’s loan application and other purposes.
* Follow up payments from the suppliers.
* Assist the Accounting Manager as and when necessary.
* In charge of the Contract/Agreement of customers.

**Box Office Cashier**

GULF FILM (LLC)

Grand Megamall Cinema

United Arab Emirates

March 20, 2008 – March 19, 2011

* Selling Cinema Products (Box Office Tickets) to maximize profits i.e sell tickets independently via telephone bookings, and face to face customer queries and reservation and sale.
* Registering the free passes information and promotions tickets in Box Office Logbook.
* Monitoring and maintaining cash flow, ensuring that there are no shortages.
* Communicating effectively to colleagues and guest.
* Establishing and maintaining working relationship and participate in briefings and other meetings as requested by the operation of the Cinema.
* Contribute increasing revenues in accordance with the requirements of the Cinema and Ticketing Supervisor and Cinema Manager with the guidance of Head Office.
* Update the Movie Display Schedule through MS PowerPoint. Filing of documents in assigned department.

**Operation Assistant/Admin Assistant**

SM CINEMA

SM Cinema Valenzuela and SM Muntinlupa

Philippines

October 2005 – March 2008

* Handled incoming calls, attend visitors and accommodate inquiries.
* Prepared memos and monthly reports needed by my superior.
* Recorded incoming & outgoing advertising materials.
* Recorded transmitted documents and assisting newly hired Staff.
* Establish and maintain solid filing system.
* Computed hourly sales and daily sales reports.
* Prepared Usher/Porter things needed in our daily operations, encoding some reports needed by my superior for their monthly report.
* Responsible for the confidential documents particularly the monthly income statement.
* Prepared request check preparation particularly the billings such as telephone bills and other expense within the branch.
* Prepared & calculated the overtime of the employees.
* Responsible for incoming and outgoing fax transmission.
* Responsible for office supplies requisition, preparing working permit for repairing, installation and maintenance in the cinema.
* Updated the movie timings in the website, sms mall display and display monitors.
* Conducted training of the new staffs. Updated mail or phone directories.

**ACHIEVEMENTS**

* Employee of the Month for the month of June 2010

**EDUCATIONAL ATTAINMENT**

College

 Bachelor of Science in Accountancy

 Manuel L. Quezon University

 Quiapo, Manila

 Graduated 2001

PERSONAL BACKGROUND

 Date of Birth ------------------------------ 31 December 1978

 Citizenship ------------------------------ Filipino

 Civil Status ------------------------------ Single

 Religion ------------------------------ Catholic

 Age ------------------------------ 36

 Sex : ------------------------------- Female