Looking for a high-grown organization with a competitive and challenging environment that will benefit my acquired skills and knowledge which offers a congenial environment for growth with constant learning.

OVERVIEW:

Secretary cum Document Controller for Civil and Infrastructure projects. 06 years of professional work experience in a Classification Society handled both positions as Accounts Payable Assistant and Administrative Assistant. BSc. degree in Hotel & Restaurant Management with almost 3 years of experience infused with various skills and knowledge in Hospitality Industry.

WORK EXPERIENCE:

**Company: Group (11 January 2015 up to Present)**

**Position : Project Secretary cum Document Controller**  UAE

Duties and Responsibilities:

* Preparation of various kinds of Letters, Memos, correspondence and e-mails.
* Receives and distribute incoming correspondence and letters assigned by Sr. Project Manager and drafting reply.
* Prepares outgoing letters, NOC and transmittal to be distributed to Government agency, Client, Subcontractor and consultants and update logs.
* Updating log for major site activities and prepare monthly summary.
* Plotting new project’s site location via web portal (TRANSCO, ADDC, and DOT).
* Circulating email of approved transfer voucher of Manpower and Equipment.
* Develop and maintain well-organized filing system for easy reference and rapid retrieval of information.
* Organize and achieves files such as Contractual documents, drawings and electronic data information
* Collaborate within Site related issues such as Equipment breakdowns, Manpower transfers, Timesheets, QHSE etc.
* Coordinating for Gate pass requests for Manpower and Equipment /Vehicles.
* Reporting to Sr. Project Manager.

**Company: Dubai, UAE (16 April 2010 to 07 January 2015)**

**Position : Accounts Assistant (A/P Finance Department)**

Duties and Responsibilities:

* Performs Accounts Administrative and Accounts payable support.
* Identify and register invoices in bulk from supplier/vendor.
* Assists on processing payments and documents such as invoices, journal invoices & employee reimbursement.
* Scan, verifies and sending vendor invoices for approval electronically using accounts payable software system.
* Recording all region’s monthly utility bills and assist for prepayments.
* Follow-up reoccurring invoices for payments via inter-department or from suppliers.
* Prepares manual cheque.
* Maintaining records of dispatched cheques to the supplier.
* Enter, updates, & retrieves supplier invoices supplier voucher from automated system.
* Receives, filing and maintaining log of the employee’s expense sheet.
* Assists on gathering employee’s expense sheet for payment on bi-monthly cycle.
* Retrieval of vouchers, General Ledger & other accounting reports.
* Coordinate with Admin Procurement related requirements.
* Timely filing and archiving of Accounts documents.
* Perform general assistance to team for Audit.
* Back-up admin support person for vessel delivery.
* Perform task assigned by Finance Manager.

**Company: UAE (01 December 2008 to 24 March 2011)**

**Position : Administrative Technical Assistant (New Building-Maritime)** World Dubai

Duties and Responsibilities:

* Liaise and assists PM’s & local surveyors In preparation of certificates to be issued to the client using DNV E-Forms.
* Responsible to ensure vessel details and information are correctly written in the certificate.
* Accountable to ensure the certificates are delivered on agreed time.
* Liaison with overseas surveyors for vessel certificate issuance.
* Acting Team leader for preparation of vessel checklists report.
* Generate & uploading documents/certificate through NPS.
* Controlling technical documents such as drawing updates and correspondence.
* Maintain project files up to date.
* Coordinator support for Sea Trials event.
* Manage the site office decorum, monitoring and ordering stationery and pantry supplies.
* Coordinate with safety department for obtaining safety induction for colleagues.
* General administration duties and over all office site procurement.

**Company: Estate LLC (Dunes Hotel Apartments and Oasis Court Hotel Apartments) Dubai, UAE** **(29 March 2008 to 18 September 2008)**

**Position : Front Office Receptionist** UAE

Duties and Responsibilities:

* Attends to all inquiries, rate requests, room reservations, hotel facilities according to standard operating procedures with a high level of professional customer service.
* Checking-in guest reservation, register/update all in-house guests’ information upon check-in on police database.
* Daily reporting of the hotel room’s occupancy percentage to FO supervisor.
* Maintaining guest profile and marketing database as lay down on the front office procedures
* Screen incoming calls and forwarding to the respective guest or person.
* Performs night audit.
* Assists guest request on viewing rooms and facilities.
* Coordinate within hotel’s department function for all guest needs and request.
* Handling Petty Cash, Assist in organizing visa request for hotel guests.
* Perform other function as required by immediate supervisor.

QUALIFICATION PROFILE:

* Strong interpersonal skills on written and verbal communicator in English and Tagalog.
* Knowledgeable on administration procedure of filing NOC process for Civil and Road Works project.
* Proficient in accounts payables operating Database (BASWARE), vessel database (NPS) and MS Office applications.
* Good knowledge and well experienced as Finance administrative function.
* Knowledge and experience on ship building process as administrative function (New construction Certification).
* Sounds background on ship engineering terminology and New construction of vessel project system.
* Proficient in Hotel reservation system (Prologic, IDS, Fidelio System),PABX switchboard & Police data base system.
* Five Star hotel professional knowledge in Food and Beverage, Front Office and Housekeeping function.
* Well diverse individual to handle multiple or new task, self-motivated, initiative, maintains a high level of energy.
* Team player, service oriented, pro-active, flexible can work independently with friendly dealing with other people.
* High sense of ownership with team work collaboration.

HIGHEST EDUCATIONAL ATTAINMENT:

College/University : BSc. Hotel and Restaurant Management (YR 2000-2004)

Lyceum of the Philippines University – Philippines

Secondary/High School : Arellano University (Apolinario Mabini High School YR1996 – 2000)

Elementary School : Gotamco Elementary School Year 1990 – 1996

COURSE & SEMINAR:

Accounting for Non-Accountants – 17th of May 2013 and 24th May 2013

Philippine Institute of Certified Public Accountants

* Basic Accounting Concepts
* Business & Accounting Process
* Accruals & Deferrals
* Accounts Receivable
* Accounts Payable
* Bank Reconciliation
* Petty Cash
* Comprehensive Bookkeeping

IMS TRAINING AWARENESS PROGRAM – 13th of February 2016

Western Bainoona Group

* ISO 9000:2000
* QMS

PERSONAL DATA:

Date of Birth : December 04, 1983

Place of Birth : Philippines

Nationality : Filipino

Marital Status : Married

Religion : Roman Catholic

Language Spoken : English, Tagalog, Arabic

**First Name of Application CV No:** **1654728**

Whatsapp Mobile: +971504753686

