**BERNARD**

(Desired Position: ●Office Administrator ● Document Controller ● Admin. Assistant)

A hard working, career motivated, and ethusiastic person more espicially in Profession with proven track record in **Office Adminstration, Secretarial, Logistics and Document Controlling** jobs. Achieved the highest possible standards at any given tasks and situation. I am accustomed to work in a fast paced environment particularly when dealing with multiple tasks, job requirements and operations.



**● CAREER OBJECTIVE**

Proactive, efficient and a highly motivated person seeking for a job in any company where I can utilize my knowledge and expertise to carry out various responsibilities in functional areas with strong administrative and clerical skills to provide effective support to executives within the company. A highly dependable and organized individual with a vast experience in providing high-quality managerial support, in-house coordination, inventory management, work efficiency and organizational skills which may contribute to the overall success of the organization.

**● EDUCATION and APPRENTICESHIP**

Wesleyan University – Philippines (Cabanatuan City, Nueva Ecija Philippines)

**Bachelor of Science in Computer Science (GPA: 2.25)** (June 1995 – April 1999)

● Awarded as the Best On-the-Job Trainee (Toyota Cabanatuan City, Philippines)

● Relevant Modules includes: Management Information System and Databases, handling problems and operational issues, work responsibilities, leadership and management, and support sustainability in a business environment.

● Actively participated in school events & training related to the field.



**PERSONAL INFORMATION**

|  |  |  |
| --- | --- | --- |
| Date of Birth | : | August 20, 1978 |
| Nationality | : | Filipino |
| Civil Status | : | Single |
|  |  |  |
| Date Issued | : | May 21, 2014 |
| Exp. Date | : | May 20, 2019 |



**CONTACT INFORMATION**



**● EMPLOYMENT & PROFESSIONAL EXPERIENCES**

**Ruwais Fertilizer Industries (FERTIL – An ADNOC Group of Companies), Abu Dhabi UAE**

**Office Administrator / Shipping (Cargo) Assistant**

(February 2010 – April 2016)

**Main duty performed as Office Administrator**:

●Giving full administrative and secretarial support to the Manager and to the Company itself

●Drafting memos and correspondences in efficient and professional manner based on the company standards and requirements

●Providing an accurate and timely monthly reports

●Deal with all department secretarial concerns in a courteous and professional manner

●Organized and schedule meetings and appointments

●Developed and maintained a highly organized filling system

**Main duty performed as Shipping (Cargo) Assistant**:

●Coordinates and transmit the post shipment program to all concerned sections to assure timely operations

●Prepares preshipment documents like ship arrival program, berthing advice

●Initiates and prepares draft documents for shipments based on the LC and other documentary advices and

submit to the concerned parties for verification

●Submits the prepared documents to Marketing Division and to the Shipping Agents for approval by the vessel owners before finalization.

●Prepares variety of final documents (about 16 different types) upon the loading completion, make photocopy as required and submit to the Shipping Coordinator or to the Department Manager for signatures

●Prepares road dispatch truck loading delivery notes

**Achievements**:

●Contributed to the company Zero LTI goal

●Acquired knowledge of business and management principles involved in strategic planning, resource

allocation, human resources modeling, leadership technique, production methods, and coordination of people

and resources

●Enhanced knowledge and skills in social perceptiveness, time management, and active learning





**● EMPLOYMENT & PROFESSIONAL EXPERIENCES**

**National Corporation for Tourism and Hotels – ADNOC Recreation Ctr., Abu Dhabi UAE**

**Office Administrator / Secretary**

(December 2007 – October 2009)

**Main duty performed**:

●Responsible in handling the Administration and Staff complains

●Drafting memos and correspondences in efficient and professional manner based on the company standards and requirements

●Providing an accurate and timely monthly reports

●Deal with all department secretarial concerns in a courteous and professional manner

●Organized and schedule meetings and appointments

●Developed and maintained a highly organized filling system

●Responsible in the accuracy of the daily reports generated from the daily Catering Events

●Responsible in handling customer bookings and arrangement of the Events (GASCO,TAKREER, FERTIL,  BOROUGE, ADNOC and some PRIVATE Companies)

**Achievement**:

●Enhanced knowledge and skills in social perceptiveness, coordination, time management, and active learning

**National Corporation for Tourism and Hotels – GASCO Bu Hasa, Abu Dhabi UAE**

**Secretary / Receptionist**

(June 2007 – December 2007)

**Main duty performed**:

●Maintains safe and clean reception area by complying with procedures, rules, and regulations.

●Maintains continuity among work teams by documenting and communicating actions, irregularities, and

continuing needs

●Welcomes the GASCO Bu Hasa employees and Visitors by greeting them, in person or on the telephone;

answering or referring inquiries

●Maintain security by following procedures and controlling access (monitor logbook, issue visitor badges)

●Perform other clerical receptionist duties such as filing, photocopying, collating, faxing etc.

●Update appointment calendars and schedule meetings/appointments

**Achievements**:

●Telephone Skills, Verbal Communication, Listening, Professionalism, Customer Focus, Organization,

Informing Others, Handles Pressure, Phone Skills, Supply Management

**ASKI Rural Bank and Microfinance – Cabanatuan City, Nueva Ecija Philippines**

**HR Personnel Officer**

(July 2006 – June 2007)

**Main duty performed**:

●Responsible in recruiting, training and developing staff by ensuring the right to work and providing the company

policies, compensation and procedures

●Responsible upon looking after the health, safety and welfare of all employees

●Gathers subject matter information for use in examinations; selects and develops testing devices, and

constructs examinations under supervision; acts as monitor in assembled examinations; grades examinations

prepare examinee list with scores

●Maintains professional application database

●Designs and/or organizes orientation classes and diversity training sessions for new employees

●Replies to correspondence regarding employment inquiries, reviews applications for employment

or promotion, and interviews job applicants and employees inquiring about promotion;

**Achievement**:

●Positive impact with their people/policies and bottom-line business benefits





**● EMPLOYMENT & PROFESSIONAL EXPERIENCES**

ASKI Rural Bank and Microfinance – Cabanatuan City, Nueva Ecija Philippines

**System and Communication Officer**

(November 2005 - July 2006)

**Main duty performed**:

●Responsible in implementation, designing and troubleshooting of the current company database systems.

**Achievement**:

●Awareness of the microfinance financial flows and transactions

**MIS (Management Information System) Assistant**

(August 2004 - November 2005)

**Main duty performed**:

●Consolidate the Daily and Monthly Reports submitted by the ASKI Branches.

●Responsible in generating and submitting Monthly Reports to the Foreign Funders.

●Handles the Reports for the ASKI’s Top Management

●Monitors the accuracy of the computer generated Accounting Department Reports (Daily Cash Position,

Journal Vouchers, and General Journal)

**Achievement**:

●Awareness of the microfinance financial accounting flows, transactions, and operations

**CAREER EXPERIENCE**

**● TRAINING and SEMINARS ATTENDED**

November 2006

Subic Bay, Zambales

* HRD beyond Boarders – Personnel Management Association of the Philippines

May 2006

Ambassador Hotel, Pattaya, Thailand

* Microfinance Summit

February 2007

Manila Hotel, Manila, Philippines

* Competency Based HUMAN RESOURCES & DEVELOPMENT

October 2005

Acropolis North, Nueva Ecija, Philippines

* Microfinance Clients Relations Training

**● CHARACTER REFERENCE:**

●Mr. Saeed Ahmed Al Muttawa – International Sales Department Manager, FERTIL Marketing

Contact No.: 050-621-1990

●Mr. Salem Ali Al Zaabi – Local Sales Department Manager, FERTIL Marketing

Contact No.: 050-441-4552

●Mr. Mohammad Ibrahim Abdul Karim – EP&T Department Manager, FERTIL Ruwais Plant

Contact No.: 050-211-3117





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