**ANNE**

**Career Objective**

To pursue a responsible role in your esteemed organization. Where I can utilize my skills and ability that would contribute to the company’s growth and success with hard work, commitment, dedication, honesty and integrity.

**Work Experience**

* **HR Assistant –** 11th October, 2015 - Present

Burjeel Hospital (Dental Unit)/Tajmeel Dental Center

Abu Dhabi, U.A.E.

**Job Description:**

* Scheduling job interviews.
* Collecting requirements from potential applicants in order to process their HAAD license/e-visa/medical insurance/emirates ID & residency.
* Performing activities such as recruitment, training and development, offer letters, annual leave calculation and formal letters.
* Ensures all joining formalities are complete. (Includes registration in the biometrics machine, request for e-mail, doctors stamp, ID Badge, etc.)
* Submitting monthly attendance report for the monthly salary.
* Preparing Employment/Service, Salary and NOC Certificates.
* Ensure all visas, medical insurance, labor card and licenses are arranged for timely renewal.
* Following up with the above mentioned sections regarding incoming mails.
* Ensures that all requisitions submitted by the department are forwarded to the respective sections for immediate actions.
* Typing memos, announcements for the above mentioned sections regarding on a daily basis.
* In touch with SAP & CareWare Software.
* Preparing Attrition analysis.
* Organizing CME & other trainings.
* Actual HR-MIS.
* Proper documentation of Employee files.
* Administering 170 employees. (Dental Unit)
* Performing other tasks assigned by our Manager - HR

**Accomplishments:**

* Completed necessary requirement related to HR upon launching Tajmeel Dental Center – Aldar
* Passed HAAD inspection Tajmeel Dental Center – Aldar
* HR Policies & Procedure for both Tajmeel Dental Centers
* **Secretary to the Dental Director -** 3rd March, 2014 – 10th October, 2015

Dental Department, Burjeel Hospital

Abu Dhabi, U.A.E.

**Job Description:**

* Serves as primary contact for persons seeking for an appointment with the **Dental Director.**
* Performs secretarial tasks of a confidential nature including but not limited to producing letters, reports, memorandums, etc. via the computer; makes photocopies, files, distributes mail, etc.
* Communicates in a positive and effective manner with staff and co-workers.
* Organizes work by reading and routing correspondence; collecting information; initiating telecommunications.
* Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
* Maintains department schedule by maintaining calendars for department personnel; arranging meetings, conferences and teleconferences.
* Maintains guest confidence and protects operations by keeping information confidential.
* Prepares reports by collecting information.
* Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
* Secures information by completing database backups.
* Contributes to team effort by accomplishing related results as needed.
* Preparing Strategic Goals quarterly.
* Collecting requirements from applicants in order to proceed with his/her hiring process.
* Coordinating with the applicant and HR Department with all the necessary requirements until the applicants joins.

**Accomplishments:**

* Completed necessary requirement related to HR upon launching Tajmeel Dental Center – Branch 1
* Passed HAAD inspection Tajmeel Dental Center – Branch 1
* **Marketing Officer -** 5th November, 2012 – 4th November, 2013

Marketing Department

Pretichage Manpower Services Inc.

Batangas City, Philippines

**Job Description:**

* Sourcing new clients for the company.
* Introducing the company to potential clients thru e-mail and/or phone communication.
* Conduct research regarding potential client’s legitimacy, capability and capacity to hire Filipino labor.
* Communicate to potential clients in regards to the company’s capability to supply Filipino manpower.
* Act as a liaison officer between client and Human Resource officer.
* Assist in the interview and assessment of applicants.

**Accomplishments:**

* Located clients from Qatar & Bahrain
* Market the services we provide to potential clients

**Education & Skills**

* **Masteral 2015 - Present**

Master in Business Management

Swiss Business School – Al Tareeqah Management Studies

Abu Dhabi U.A.E.

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* **College 2009 – 2013**

Certificate in Hotel & Restaurant Management

De La Salle Lipa

Lipa City, Philippines

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* **College 2006 - 2009**

Bachelor of Science in Nursing

Adventist University of the Philippines

Cavite, Philippines

**Languages**

* English (written and spoken)
* Tagalog (written and spoken)
* Arabic (slight)

**Computer Skills**

Proficient in Microsoft Office Suite (Word, Power Point, Excel and Outlook)

**Interpersonal Skills**

* Verbal & Non Verbal
* Problem solving
* Listening
* Social Awareness
* Self-Management
* Competent
* Hard working
* Positive attitude

**Personal Details**

**Date of Birth:** 20th February 1990

**Marital Status:** Single

**Nationality:** Filipino

**Job Seeker First Name / CV No: 1715718**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

