**MARICHELLE**

**CAREER OBJECTIVE:**

To obtain a challenging position that will intensify my knowledge, skills and abilities in any field of work so that I may be able to use them for the development of the company.

**WORK EXPERIENCE:**

**KHIDMAH LLC**

10th Floor Bldg. 3 Mazyad Mall Mohammed Bin Zayed, Abu Dhabi

**Administrative Assistance-Facilities Management**

September 29,2015 up to present

**Major Responsibilities:**

* Request of Quotation for Purchasing Materials
* Issuing Materials in Maximo in order to tally the Materials in site storeroom and in the system
* Updating manual reports/spreadsheets & ensure data is inputted accurately
* Assist in all telephone and email inquiries directed to the FM Division, particularly during the busy periods
* Regularly Check incoming/outgoing correspondence, always ensuring timely information flow deal with incoming/outgoing mails for the division
* Attend Meetings, keep and distribute records(minutes) of proceedings on behalf of the team
* Maintain and update a database of clients, contractors, suppliers, business partners and any relevant contacts
* Perform other related tasks deem required by management to support and liaise with/between Directors, Managers and team in the execution of their duties.
* Production and formatting of management information, reports, charts, when required. Assisting the team with the same, when required.
* Perform any other related duties required to support overall strategic directions and in order to ensure smooth flow of operation within the division.

**KHIDMAH LLC**

**Sales and Leasing Coordinator**

June 17, 2015 up to September 28, 2015

**Major Responsibilities:**

Monitoring and tracking each inquiry notification received from property finder, dubizzel, website, call center and walk in. Providing property information, availabilities and prices as an initial and prompt response for leasing and sales inquiries.

Forwarding each inquiry to the leasing and sales executives handling so they could schedule viewing of the property and also to answer further inquiries by the clients and follow up for updates as needed.

Helping and collecting all data and information needed for the preparation of the monthly reports, coordinating with all the leasing and sales executives, marketing department, call center and property management of the properties to get the information needed.

Coordinate with the property management for the documents and approval needed to facilitate the leasing process such as checking and follow up the status of the villas and availability, lease documentation, contract details and other related information.

Coordinate with accounts dept. for the payments (rental, security deposit and assistance fee) received thru wire transfer, process of commission invoices and matching of he records of the monthly income for leasing and resale.

Arrange appointments, answer letters, emails/faxes, mail and coordinate distribution of correspondence related to the department.

Conducts monthly customer survey from the inquiries of leasing and sales from the system to ensure customer’s inquiries are addressed accordingly and clients satisfaction is ensured.

Calling owners when and as needed in getting leasing and sales availability especially during high demands in the market.

Write and type offer letters, faxes, e-mails and other documents.

Creating presentation and colleting all relevant information when and as needed.

Perform any other related duties required to support the team to ensure smooth flow of the operation within the department.

Perform other related task deem required by the department to support the manager and team in the execution of their duties.

**CYPRESS GROVE ESTATE**

March 12, 2013 up to March 15, 2015

**Document Controller/Liaison Officer**

**Major Responsibilities:**

* Transact with the Register of Deeds (RD) for the Transfer of Title from Developer to Buyer for HDMF accounts, annotation of mortgage and requests for Certified True Copy of the Title
* Transacts with the Bureau of Internal Revenue BIR for the following:
* Payment of taxes such as the Documentary Stamp Tax for sale and expanded withholding tax (if applicable) for the issuance of the Certificate Authorizing Registration (CAR) for the transfer of title for HDMF accounts
* Payment of Documentary Stamp Tax for annotation of mortgage
* Transacts with the Assessor’s Office for the transfer of Tax Declaration from the developer to buyer and request for Certified True Copy of the Tax Declaration (lot and improvement)
* Transacts with the Local Treasurer’s Office concerned for the payment of Transfer Tax
* Assist with the printing of additional documents that may be required such as the Deed of Absolute Sale, Loan Mortgage Agreement and Promissory Note
* Transacts with the Bureau of Land for a certified true copy of the technical description for titles for verification purposes and for title with typographical errors
* Request for Cash Advances for various transactions mentioned above
* Liquidation of the Cash Advance within 3 days from payment of issuance of the official receipt or when the transaction has already been completed
* Assigned to pick up documents and titles for conversion from the Home Development Mutual Fund
* Prepared letter of request for the release of TCT’s from HDMF.
* Preparation of accomplishment report of the previous month to be submitted every 5th of the current month or as the need arises.
* Provide an update which may affect transactions with the BIR, RD and Assessor’s Office (e.g. Adjustment on Registration Charges, Increase in Assessed Value of Lot/Improvement
* Other Task assigned from time to time

**EARTH AND STYLE CORPORATION**

**Document Controller/Customer Service**

February 4, 2010 to November 25, 2011

**Major Responsibilities:**

* Prepare request of payments from BIR, Registry of Deeds and Assessor’s Office
* Monitor and update in and out of request, TCT’s, and Tax Declaration
* Request of TCT’s from Acctg. Dept. for Title Transfer
* Prepares and batches accounts for processing to the Bureau of Internal Revenue (BIR) and Registry of Deeds
* Encodes request of Payment from PM ( Property Manager)
* Asst. in liasoning
* Prepare weekly report
* Handles the filling of all the important records of the client/ buyer like Deed of Absolute Sales (DOAS), Transfer Certificate of Title
* Preparation of process map for routing and trigger of CWT payment
* Preparation of DOAS for signing & notary
* Collating of all documents needed for TCT transfer
* Monitoring and updating of TCT movement
* Handling of queries on TCT
* Updating of Buyer’s information update prior to process map preparation

**CERES HOMES INC.**

**Document Controller**

October 1, 2003 up to January 31, 2010

* Assign in printing loan documents (HDMF Forms)
* Make a monthly report for the Board Meeting
* Assign in preparing Move In Folders
* Assign in preparing request for Annotation of TCT’s
* Updating of reports using SMARTS program (system used by the company)
* Assist in interviewing buyers upon reservation
* Asst in liasoning from RD and HDMF

**Conversion Monitoring Officer**

**Major Responsibilities:**

* Generates reports for the status of accounts for conversion
* Request for the release of Transfer Certificate Title (TCT) for the conversion of the accounts to REM
* Reviews and delivers converted TCT with pertinent documents to the HDMF
* Assign in monitoring of TCT from HDMF, BIR up to Registry of Deeds.
* Prepares and batches accounts for processing to the Bureau of Internal Revenue (BIR) for HDMF, INHOUSE and CASH BUYERS
* Assist in printing documents accounts for conversion
* Assist in Reservation of Units
* Prepare Commission and Retention of Brokers

**LLOYD LABORATORY INC.**

**Production Aid**

October 6, 2002 – March 6, 2003

**Major Responsibilities:**

* Filling of oral suspension to the bottle
* Packing of goods ready for shipment
* Responsible in any task given by the head supervisor
* Log in daily reports
* Maintain equipment and assigned production area cleanliness

**ASIAN COLLEGE OF SCIENCE AND TECHNOLOGY**

**Student Assistant (Registrar Office)**

May 15, 1999 – March 2002

**Major Responsibilities:**

Prepares Transcript of Records and (SO) Special Order No. for application of Diploma

Assist staff and students by providing accurate information regarding their credential records.

Assist students in there curricular activities.

Assist in guidance career placement in other school.

Assist the registrar in preparing schedules for teachers

Performs other tasks as may be assigned by the Head Registrar & School Director.

**Student Assistant (Library Department)**

**Major Responsibilities:**

Assist in maintaining books and files

Provides information and reference service to the students

Checking in and out of books.

Register new members and issue of library cards.

Gathered unshelved books and return them to the proper shelves

Maintaining databases and record.

Performs other related duties as assigned by the head librarian.

**TRANINGS AND SEMINARS**

**SAP Training**

Topic: Data Management System

16th March 2016

Centro Hotel - Arabian Gulf Street Abu Dhabi City

**SAP Training**

Topic: Procurement SAP End User

15th March 2016

Centro Hotel - Arabian Gulf Street Abu Dhabi City

**SAP Training**

Topic: Raising Purchase Request

10th November 2015

10th Floor Bldg. 3 Mazyad Mall Mohammed Bin Zayed, Abu Dhabi

**Subdivision and Housing Developer’s Association Inc.**

Topic: LRA Matters and BFIFSB Other Financing Schemes

July 11, 2013 Metroclub Makati City

**EDUCATIONAL BACKGROUND**

Tertiary: **Asian College of Science and Technology**

(10th Ave. Doña Emilia Bldg. Calocan City)

Course: **BS Computer Science**

Date Graduated: **April 2002**

**Job Seeker First Name / CV No: 1716186**

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

