## Name: Bernalet

**EDUCATIONAL QUALIFICATIONS**

**Bachelor of Public Administration major in Local Governance** – 2006

Bukidnon State University, Philippines

**Certificate in Computer Learning Literacy Program** *– Informatics Computer Institute, Cagayan De Oro City, Philippines 2006*

Professional Experience:

* Bespoke Vet Veterinary Medicine Trading LLC December 1, 2011-Present

**Dubai, United Arab Emirates**

**Secretary cum Receptionist**

Provide administrative and clerical support within busy office.

* Answer telephones and transfer to appropriate staff member.
* Meet and greet clients and visitors.
* Create and modify documents using Microsoft Office.
* Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.
* Maintain hard copy and electronic filing system.
* Research, price, and purchase office supplies.
* Responsible in handling staff profiles.
* Process business cards requests.
* Coordinate with staff and printing company in order to address/resolve their questions and complains, as well as obtain their confirmations.
* Prepare and send artworks for approval.
* Diligently file documents and reports.
* Served as first point of contact for guests / customers.
* Administer the manager’s calendar/diary particularly in scheduling, postponing and cancelling appointments, when and if required.
* Manage the travel itinerary/documents (e.g., air ticket, hotel accommodation, airport transfers, etc.) as well as coordinating day-to-day operations.
* Prepare shipping documents (Import/Export) orders.
* Arranging shipping documents for the clearance of shipments from Airport & Seaport.
* Follow up shipment arrivals through any local cargo.
* Responsible for Import Permits for pharmaceutical and veterinary products through Ministry of Health and Ministry of Environment & Water.
* **The Polarizer for Medical & Chemical Supplies August 2007 – November 2011**

**Dubai, United Arab Emirates**

**Secretary cum Receptionist**

* Reporting directly to the Managing Director of the Company as well the all the department heads.
* Communicate with the different group companies and divisions for any work related requests to ensure work has been initiated.
* Send quotations and upload requests through the company’s system for processing local purchase order (LPO)
* Arranging the supplies locally with the drivers.
* Follow up with clients to ensure work has been done after orders have been processed.
* Received and checking invoices to make sure all items and amount are correct before taking approval.
* Prepare shipping documents (Import/Export) orders.
* Arranging shipping documents for the clearance of shipments from Airport & Seaport.
* Application of Mirsal 2 Customs Declaration through Dubai Trade Portal.
* Follow up shipment arrivals through any local cargo.
* Responsible for Import Permits for pharmaceutical and veterinary products through Ministry of Health and Ministry of Environment & Water.
* Follow up bank transactions such us application of Letter of Credit, Shipping Guarantee Application, Bid/performance Bond Application and Bank Transfer.
* Maintaining the vehicles list of the company and arranging the renewal of vehicles licenses with RTA.
* Responsible for online visa application through EDNRD website.
* Sourcing of suppliers from Website.
* Participating in government auctions through the Tejari Website.
* Responsible for the application of disposal of expired medicines/vaccines through Dubai Municipality.
* Responsible for the application of Certificate of Origin from Chamber of Commerce.
* Responsible for Dubai Customs bill of entry- online application & declaration for clearing shipments.
* Process invoices for payments & prepare required documents for approval.
* Monitors companies suppliers/distributors distribution and contract agreement are valid/ up-to-date.
* Making correspondence; filing, proper documentations and record important details to ensure all data are in place.

**COMPUTER SKILLS**

Advance Microsoft Office, PowerPoint, Word, Excel, Outlook & Internet

**PERSONAL PROFILE**

* Nationality : Filipino
* Civil Status : Single
* Date of Birth : February 25, 1985
* **Job Seeker First Name / CV No: 1716438**
* [Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)
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