

**MARIA**

**ADMIN MANAGER/OFFICE ADMINISTRATOR/EXECUTIVE ASSISTANT/PA**

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**Objective:**

To continue my career with an organization that will utilize my management, supervision and administrative skills to benefit mutual growth and success

**Qualifications Summary**

* Has proven office management, administrative and senior top management assistance experience
* With sound knowledge of office management systems and procedures.
* Has excellent time management skills and ability to do multi-task and prioritizing of work.
* Have an attention to details with good analytical problem solving skills.
* Have excellent written and verbal communication skills.
* Has proven strong organizational and planning skills.
* Proficient in MS Office (Word, Excel, Power Point and Outlook).



**Professional Experience**

**Executive Assistant to Chief Executive Officer (CTO),** 6+ months Temporary post/Maternityleave reliever, from August 23, 2015 to March 1, 2016 **| AL YAH SATELLITE &**

**COMMUNICATIONS COMPANY** | ABU DHABI, UAE

* Provided administrative and business support to the CTO of UAE’s 2nd largest government satellite and communications firm (Al Yah Satellite & Communications).
* Maintained CTO’s calendar. Planned and scheduled his meetings, teleconferences and travels.
* Also provided support to other members of the Executive management team.
* Supported the whole Technical Team with almost 100 members in terms of issuing security clearance and booking of trips abroad through Yahsat in-house booking systems.
* Led the documentation control process for the whole department. Implemented good filing systems.
* Enhanced communication between vendors and executive team, fostering a sense of teamwork and collaboration with large multi-culture environment (i.e. Emiratis, Arabic, British, European/Asian).

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* Took Minutes of Meeting (MOM) for Technical infrastructure and Broadband Operations meetings conducted 3 times a week.
* Coordinated all technical meetings, events and conference calls including the hiring of catering services and arrangement of meeting space.
* Managed stationeries and office supplies.

**Office Administrator,** From July 2014 to August 2015 | **ENDPOINT MIDDLE EAST, LLC**|BUSINESS CENTRAL TOWERS, DUBAI MEDIA CITY

* Reporting to the Managing Director. Organized and monitored his calendar and emails.
* Organized the office place. Arranged the telephone and internet connection systems through DU Communications.
* Implemented methodical management filing systems.
* Serve as the point person for maintenance, mailing, office supplies, office equipment, bills and errands.
* Responsible for all bank’s transactions (i.e. deposit of cheques, transfers and employees’ monthly salaries through WPS)
* Organized and scheduled meetings and appointments.
* Implemented and enforced the office policies and procedures given by the London Offices.
* Coordinated with IT in London office all office equipment, communications and internet systems.
* Managed good relationship with colleagues, also with vendors, service providers and landlord, ensuring that all items are invoiced and paid on time.
* Prepared MD’s monthly expenses and other managers. And reported it to our London office.

**Office Manager,** From October 2010 to July 2014 **| MADISON ADVERTISING, LLC**| DamacExecutive Towers, Tecom, Dubai, UAE

* Managed day to day HR & administrative activities and support to all employees.
* Reporting to the Managing Director. Closely monitored his calendar and organized his inside and external meetings.
* Managed to do multiple tasks simultaneously.
* Developed, implemented and monitored a range of HR & administration procedures and standards.
* Communicated with the office landlord for lease agreement and maintenance of the office facility to ensure safety and security of the work place
* Hired, trained and supervised small team of administrative staff members.
* Prepared offer letters, employment contracts and coordinated all visa formalities with the PRO.
* Coordinated meetings, events and conference calls including the hiring of catering services and arrangement of meeting space.
* Served as liaison between senior management, customers, colleagues and vendors to

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streamline flow of information.

* Designed spreadsheets, slide shows, presentations, charts, graphs and other documentation as needed.
* Prepared company literature, documentation to help the creative department on their presentations and press releases.
* Completed special projects by organizing and coordinating information and requirements: by good planning, arranging meeting schedules and monitoring results.
* Maintained and organized staff calendar / reminder system.
* Set up travel arrangements, itineraries, airline reservations, shuttle service and hotel accommodations for Managing Director and other executives that travel frequently.
* Prepared MD’s expense reports.
* Closely monitored and reviewed Financial Statements/Reports done by our Accountants.
* Handled office cash receipts and petty cash drawer. Balancing Petty cash on a daily basis.
* Controlled cheque payments and checking bank accounts balance on a timely basis.
* Coordinated with the bank the employee’s monthly salary through WPS.
* Implemented a systematic document control management systems.

**Office Administrator/Executive Assistant to CEO,** From March 2007 to May 2010 **| GULFSTAR PROPERTIES, LLC**| Ajman, UAE

* Managed all administrative functions including office lease, office equipment & repairs, ordering supplies, and mail.
* Also function as Executive Assistant to the CEO which includes taking care of his travel arrangements, meeting scheduling, calendar maintenance and correspondence.
* Maintained human resource files, employee time off records, and perform other HR duties, such as preparation of Offer Letter/Employment Contract/ Orientation of new employees.
* Coordinated all government issues and processing of employees’ residence visas with our

PRO.

* Updated and maintained the CRM and ERP database.
* Follow up payments.
* Created and implemented processes and procedures to maintain a smooth functioning office environment.
* Managed all administrative functions including office equipment repairs, ordering supplies, and mail.
* Managed ad-hoc and multiple projects simultaneously.
* Updated and maintained employee payroll records.
* Communicate effectively with clients, vendors, and other key business associates.
* Research software needs, find best pricing and purchase.

**Admin/HR Coordinator,** From November 2002 to December 2006 **| GREENLINE INTERIORS, LLC**| Sharjah, UAE

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* Reporting to Legal and HR Director.
* Assisted the HR Director in all HR and admin issues/activities (i.e staff annual leave, travel, staff gratuity, hiring, staff mobilization, office lease, stationeries and office supplies, etc..).
* Liaised with our PRO for all government and visas issues.
* Prepared Offer Letters and Employment Contracts for newly hired staffs.
* Responsible for newly hired staff orientation.
* Managed Personnel files (101).
* Assisted the HR Director in conducting employees’ appraisal review (quarterly and annually).
* Administered employees’ various letter requests (i.e. bank letter, salary certificate, embassy letter, NOC, etc.).

*Previous experience includes clerical and administrative assignments for* ***Balquis Fashion*** *(Part of Al Tayer Group of companies, 2000 to 2002),* ***Parsons International Ltd*** *(1998 to 2000) and* ***American Hospital Dubai*** *(1996- 1998), all based in UAE.*



**Education & Training/Courses**

**Graduate:**

**BACHELOR OF SCIENCE IN COMMERCE, Major in ACCOUNTING,** 1984 | REGINA CARMELIUNIVERSITY | Philippines.

**Training/Courses Completed:**

* **Human Resource Management Course**: Ongoing course by Lead Training Institute, Dubai,

UAE

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**Best Practices in HR Workshop:** Sponsored by Blue Ocean Academy, to raise the bar ofcertified professionals in Middle East at Regis Palace Hotel, March 2016

**Sage 50 – Peachtree Accounting**: In-house training at Madison Offices, done by RockfordComputer, January 2012

* **Advance Business English Communication Course**: at American University in Sharjah,UAE, October 2000
* **Stephen R. Covey:** “The 7 Habits of Highly Successful People”(Online)

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