**FINNIX**

Email: [finnix.293401@2freemail.com](mailto:finnix.293401@2freemail.com)

A highly motivated professional with more than 10 years of working experiences in various fields such as Receptionist, Secretary, Administration Officer, Call Center Agent and Trainee Writer/Columnist.

**PROFESSIONAL EXPERIENCES**

**OFFICE ADMINISTRATOR/PRO** Victory International Production FZ LLC

May 2013 –Present Dubai Media City, Dubai, UAE - <http://victory-ip.ae/>

* Manage and coordinate with Operation Manager which includes: Production - Job order request, execution. Delivery and post production report to Sales & Marketing and Accounts department, and managing projects and conducting research.
* Human Resource – updating employee database, processing and renewing visa, insurance flight tickets to home country
* Follow up and coordinate on all projects including tender acknowledgement, tendering process, bid documents.
* Reviews completeness of documentation and prepares proposal/tender for submission
* Handle Administrative duties such as preparing Internal Memos/ Notices, Maintaining all official records, check & reply all e-mails on daily basis, in order to make sure no mail remain non-responded by the end of the business day, In charge of inventory control of stationery, paper (check and stock), sundries (check and stock) and issuing of purchase requisitions.
* Tracking and controlling budget items including leased equipment, storage, office supplies, telephone, postage, and couriers.
* Regular supervision on security, office maintenance & housekeeping.
* Answering telephones, and directing calls efficiently, responds to email enquiries
* Arranging the Directors business trips (tickets, accommodation, etc.)
* Generating board meeting papers, agendas, and facilities for meetings
* Taking meeting minutes

**OFFICE ADMINISTRATOR/PRO** Atishya Technology FZ LLC

July 2012–April2013 Dubai Media City, Dubai, UAE

* + Organizing meetings and ensuring the CEO is well prepared for meetings
  + Dealing with incoming and outgoing emails, faxes and post
  + Screening telephone call, enquiries and requests
  + Organizing and maintaining diaries and making appointments
  + Producing documents, briefing papers, reports and presentations
  + Tracking employee’s attendance and leave
  + Handling and maintaining employee personal files and documents.
  + Assist in all areas related to Immigration and government agencies.
  + Obtain and renew visas, work permits and residence for the employees
  + Assist in the arrangement of personal visit visas for guess and employees.
  + Check for any updates on local laws and ensure compliance with the same.
  + Renewal of company licenses, telephone, internet and permits.
  + Applies and follow ups in issuing and renewal of visas for employees and visitors.
  + Handles contracts and business relationships as needed and as delegated by the CEO.
  + Maintain CEO personal files and supervise in maintaining/filing general company files.
  + Providing the GM and the entire team with assistance on projects as needed.
  + In-charge for the employees needs such as stationeries, laptops, and installation of office equipment in their desired areas.
  + Supervise all incoming and outgoing telephone, fax and email traffic.
  + Assist in typing letters for the Senior Management and the team in correspondence.
  + Supervise office maintenance and requirements.

**ADMINISTRATIVE OFFICER** Centennial & Acropolis Insurance Corporation

June 2010 to May 2012 Iznart Street, Iloilo City, Philippines

* Handling incoming and outgoing calls promptly and direct them to the concerned personnel.
* Organized documentation and filing of important records of the company.
* Provide secretarial supporting order to assist day-to-day working.
* Typing, filing, faxing and photocopying of the documents.
* Responsible for incoming and outgoing correspondence, reports and other typing duties required by the office.
* Coordinate with the couriers for receiving and dispatch to enable timely deliveries.
* Procuring stationeries and maintain stocks and order on time to prevent stock-out situation.

**CALL CENTER ‘ramp up’ AGENT** Ventus

November 2008 to May 2009 Molo, Iloilo City, Philippines

* Answer all customer calls one at a time. Assist all queries and other needs.
* Promote company’s service.
* Save all data’s received from the customers to the server.
* Input customers’ credit cards details confidentially to the server. Finalize all details and submit to the respective server.

**ADMINISTRATIVE ASSISTANT** Dominion Insurance Corporation/Great Domestic

July 1999 to October 2007 Ledesma Street, Iloilo City, Philippines

* Answer &screen all phone calls.
* Assists client queries and other needs. Sorting out mails, e-mails and faxes.
* Perform other duties as designated by the Manager and the Director.
* Managing, maintaining and organizing filing system.
* Handle courier matters.
* Maintaining out confidentiality.
* Authenticate car registration and other pertinent data needed for the Insurance
* Arrange business meetings with companies and/or agencies for possible tie-up.
* Typing, filing and photocopying of documents and correspondence.

**TRAINEE WRITER/COLUMNIST** Daily INFORMER / THE GUARDIAN (Local Newspaper)

July 1997 to May 1999 Iloilo City, Philippines

* Write articles/columns and submit to the editorial staff for editing before publishing. Encode news articles needed by the Editors in their page.
* Organize and sort out materials needed for the news.
* Help coordinate and carry to completion special projects, such as product supplements and surveys.
* Assist staff members in completing day-to-day task in absence of editor. Contacts reviewers to review materials and process feedback.
* Entertain calls for the Editorial staff and transmit the same to the intended person.

**PERSONAL STRENGTH**

* Excellent communication skills (listen, speaks and writes well).
* Able to interact effectively with people of various responsibility and authority.
* Highly motivated, reliable, confident and committed to professionals inwards.
* Able to communicate well, willing to accept new challenges and willing to undergo extensive training.
* Ability to work independently with good organizational and communication skills.
* Focused and hardworking, ready to go extra mile for the client.
* Possesses a high level of professionalism and commitment to excellent quality and service. Effective team player.
* Ability in organizing work for expeditious completion. Ability to handle confidential information
* Knowledge in Microsoft Word, Excel, Outlook.

**EDUCATION**

**Bachelor of Arts in Political Science** Central Philippine University

**PERSONAL INFORMATION**

* Nationality: Philippines
* Sex: Female
* Languages: English
* Visa Status: Employment(Free Zone)