Elnorie.295930@2freemail.com 

Elnorie

**OBJECTIVE:**

A motivated administrative professional seeking a position in a challenging environment with over 5 years’ experience successfully providing administrative and secretarial support to the operational department.

**PERSONAL STRENGTH:**

* Focused and hardworking, ready to go to the extra mile for the client
* Possesses a high level of professionalism and commitment to excellent quality and service
* People oriented, adaptive and eager to learn
* Able to work under pressure and different environments
* Good initiative, drive and focus
* Knowledgeable in Microsoft Office application

**PROFESSIONAL EXPERIENCE:**

**The Entertainment Design Co.LLC,** Dubai, UAE December 2013 – February 2016 **(Administrative Executive cum Personal Assistant)**

* Being in-charge of the store in times of timings, housekeeping & Maintenance.
* Greeting walk in Clients & encouraging meeting/sales/relationship with them.
* Following up on current briefs that are work on progress with EDC Delhi & the Client.
* Managing the general administration of the store in terms of petty cash, filling, contracts, invoicing & inventory.
* Personal assistant of the owner.
* Managing administrative activities involving purchase of equipment, maintenance of procurement, housekeeping, safety, security, employee induction etc.
* Planning and preparing monthly reports pertaining to finance required for maintaining office infrastructure and facilities.
* Preparing correspondence on my boss's behalf
* Delegating work in my boss's absence and assisting the team
* Managing my boss's electronic diary and planning and organizing meetings
* Organizing travel and preparing complex travel itineraries
* Taking action points and writing meeting minutes
* Preparing papers for meetings and planning, organizing and managing events
* Conducting research and drafting communications on my boss's behalf
* Preparing presentations and managing and reviewing filing and office systems
* Preparing updates for intranet and typing documents and sourcing and ordering stationery and office equipment and managing projects.
* Controlling specific cargo via our logistics warehousing system
* Monitoring cargo arrivals.
* Arranging deliveries.
* Arranging inward & outward moves including international shipments.
* Liaising with clients, suppliers, and agents.

**Arabian Automobile Co. Nissan Service,** Dubai UAE September 2010 – September 2013

(**Cashier)**

* Cash handling ( Cash, down payment and cash cheque receipt & billing)
* Cash & cheque deposit in the bank
* Collection and posting of Post Dated Cheques.
* Petty cash maintenance.
* Balancing both cash collections and petty cash balance at the end of workday.
* Petty voucher preparation, parking and sending to Finance Department
* Filing of credit Invoices
* Coordination and follow up with Finance Department
* Forwarding all the receipts for depositing which has been paid by cash, credit cards, & cheques.
* Verifying the stamped deposit slip after depositing or received by G4s.
* Obtaining sign off from branch In-charge on DCR and Deposit slips.

**CARNATION EVENTS & WEDDINGS,** Dubai UAE November 2009 – May 2010

**(Human Resource Coordinator)**

* Assisting with the day-to-day efficient operation of the HR office.
* Assisting with employee relations;
* Dealing with issues concerning company policy and regulations
* Maintaining proper and concise communication with different departments
* Handle all phone calls/enquiries and effectively direct to respective departments/personnel.
* Responsible for staff attendance.
* Maintains and organize a systematic HR filing system for an easy retrieval of files.

**J-MART SUPERMARKET** Dubai UAE January 2006 – November 2009

**(Head Cashier cum Receptionist)**

* Process sales and receive payments by cash, check, credit cards, or agency authorization.
* Perform fiscally related task using manual and/or computerized systems that involve distributing and accounting for funds such as distribution of monies owed or advanced.
* Maintain records of funds receive, distributed, and transferred.
* Maintain and/or enforce safely procedures to ensure safety of funds.
* Balance records at the end of the work day.
* Prepare reports of cash receipts.
* Perform related duties as required

**EDUCATION:**

BS Office Administration major in Computer Secretarial

GenSantos Foundation College Inc (GFI)

General Santos City, Philippines

2005

# **COMPUTER SKILLS**

# Windows Operating System

# Office Application (Word, Excel, PowerPoint & Outlook)

# With expertise using the Internet

## PERSONAL PARTICULARS

*Marital Status :* Single

*Gender :* Female

*Nationality :* Filipino

*Birthday :* 2 June 1987

Visa Status : Cancelled

*References provided on request.*