CHANDA GRACE

**SUMMARY**

With an extensive background in Administration and Human Resources, I oversee the overall operations of the Company from Procurement to Sales to Accounts and Project Management, aside from a being detail- oriented Executive Assistant with six (6) years experience providing administrative support for executive-level staff, including coordinating complex travel arrangements and schedules. Proficient in MS Office, well organized and efficient, highly competent and enthusiastic, approachable, well presented and able to establish good working relationships with a range of different people.

**SKILLS**

Excellent communication Strong interpersonal skills Project planning

Schedule management Results-orientated Employee training and development

Self-directed Filing and data archiving Review of contracts

Accurate and detailed Effective negotiator Advanced MS Office Suite knowledge

Highly organized Resourceful Budget forecasting

Recruitment/staffing Extensive vocabulary Payroll administrator

Proof reading Goal-oriented Compensation and benefits

**WORK HISTORY**

**EXECUTIVE SECRETARY cum ASST. MANAGER**, 05/2012 to Current

– Oman

Administration/Reception & Human Resources

* Managed the Managing Director's complex and frequently changing travel arrangements and coordinated the pre-planning of trips.
* Managed external contacts for MD and kept track of periodic communication needed for priority contacts.
* Managed executive calendar and supported MD in personal document management, calendar organization and collateral preparation for meetings.
* Composed and drafted all outgoing correspondence and reports for managers.
* 90% Attendance on client meetings together with MD and/or PD, preparation and files Minutes of the Meetings.
* Screens calls, emails and replies to them or forward to concerned Management.
* Greeted visitors entering the office, determined the nature and purpose of visit and directed them to the appropriate destination.
* Keeps tracks of license renewals and tenancy for Dragon and Dolphin companies with 90% on time renewal.
* Developed and maintained an alert system for upcoming deadlines on incoming requests and events. Located and attached appropriate files to incoming correspondence requiring replies.
* Maintained appropriate filing of personal and professional documentation.
* Resolved employment-related disputes through proactive communication.
* Coordinates with PRO in processing visa applications, prepares documents up to securing
* Employee resident cards.
* Oversaw inventory and office supply purchases.

Vendor management

* Completes Vendor registration to client's websites.
* Negotiated pricing with vendors for wholesale billing and marketing procedures.
* Developed and maintained an internal client filing system.

Marketing/Projects/Procurements

* Receives inquiries from clients and search for companies based on file and net and communicates

to them to undertake the projects.

* Coordinates with suppliers/vendors and follows up quotations.
* Prepares and sends MR/BOQ/LPO and other documents to qualified suppliers/vendors to supply

the materials or package.

* Compiled and analyzed sales and marketing reports.

Accounts

* Prepares timesheets for salary processing and letter to be submitted to the bank.
* Handles company petty cash and prepares monthly reports/replenishments.
* Created expense reports, budgets and filing systems.
* Consolidates monthly company expenses from initial stage per accounting title in excel sheets.

**HR/ADMINISTRATIVE ASSISTANT**, 02/2011 to 03/2012

**DOUBLE CROWN GROUP** – OMAN

Administration/Reception & Human Resources

* Screens calls, emails and replies to them or forward to concerned Management.
* Greeted visitors entering the office, determined the nature and purpose of visit and directed

them to the appropriate destination.

* Handles secretarial duties to the chairman/owner in the absence of the Secretary.
* Maintained appropriate filing of personal and professional documentation.
* Coordinates with PRO in processing visa applications, prepares documents up to securing employee resident cards.
* Calls and schedules interviews for prospective applicants.
* Prepares employee contracts, joining and rejoining reports efficiently.
* Handles ticketing functions for leave and cancelled employees as well as hotel bookings for
* both guests, employees and Chairman.
* Liaison for both employee and fleet insurance.
* Maintains and updates company website.
* Troubleshoots computer bottlenecks/configuration in terms of net connection, Microsoft Outlook

maintenance, computer passwords and email addresses.

* Oversaw inventory and office supply purchases and releasing.
* Does other administrative tasks given by the HR & Admin Manager, Financial Controller, Marketing Manager and Chairman efficiently and effectively.

Vendor management

* Negotiated pricing with vendors for wholesale billing and marketing procedures.
* Developed and maintained an internal client filing system.

Accounts

* Consolidates time sheets for all divisions needed for salary processing.
* Process leave application forms and computation of leave salary.
* Receives and records invoices for submission to accounts as well as maintaining monthly reports
* for invoices received and forwarded.
* Data entry encoding for trading division on both Agricultural, Electrical and Engineering items.
* Marketing Manager and Chairman efficiently and effectively.

**RESTAURANT MANAGER/OIC, 02/2008 to 10/2010**

**PAPA JOHN'S PIZZA – OMAN**

* Handles the overall store performance and profitability based on given targets from daily to monthly
* reports, overall store maintenance and cash management.
* Effectively handles people, equipment and product.
* Hit target sales with a minimum of 3%, food cost at required budget.
* Managed 10-15-person team of back and front of house staff for a fast food pizza restaurant.
* Clearly and promptly communicated pertinent information to staff, such as large reservations or
* last-minute menu changes.
* Correctly calculated inventory and ordered appropriate supplies.
* Recognized and formally acknowledged outstanding staff performance to boost company morale and
* productivity.
* Promoted a positive atmosphere and went above and beyond to guarantee each customer received

exceptional food and service.

* Effectively managed payroll and timekeeping, including completion of the proper paperwork for

new recruits and leavers.

* Promoted the business through participation in and sponsorship of community events.
* Quickly identified problem situations and skillfully resolved incidents to the satisfaction of

involved parties.

* Purchased adequate quantities of necessary restaurant items, including food, beverages, equipment

and supplies.

* Met, greeted and encouraged feedback from customers and used feedback to implement positive changes

within the restaurant.

**CONTROL STAFF, 01/1998 to 01/2000**

**KNIGHTS OF COLUMBUS FRATERNAL CBP – Philippines**

* Underwrites insurance policies for Knights of Columbus members and their families.
* Consolidates data of fraternal counselors and give quotas - most of which were achieved.
* Does administrative tasks/reports accurately and efficiently.
* Calculated premiums and established payment methods for sales.
* Collected all premiums on or before effective date of coverage.

**EXECUTIVE ASSISTANT TO THE GM, 01/1997 to 01/1998**

**CHRISTINE LINGERIES MFG., INC. – PHILIPPINES**

* Manages the schedule and activities of the General Manager.
* Makes correspondence to suppliers.
* Greeted visitors entering the office, determined the nature and purpose of visit and directed them

to the appropriate destination.

* Answered and managed incoming and outgoing calls while recording accurate messages.
* Supported the human resources department in the annual employee review process to manage Performance merit increases.

**EDUCATION**

**Bachelor in Business Management**: 1996

**UNIVERSITY OF THE PHILIPPINES CEBU COLLEGE** - Philippines

Recipient of a University Scholarship

**ACCOMPLISHMENTS**

* Roughly 30% of Suppliers were converted as Principals, with the Company as the representative

agency.

* Described and implemented participation in exhibitions, which resulted in increased company

and product awareness in the market as well as conversion to sales and increase customer base.

* Negotiated and executed an Engineering project (Pipeline Pigging Consultancy) with one of

the leading Oil and Gas operators in Oman.

* 90% submission of proposals to clients, 5% of which were converted to successful LPOs.

**PERSONAL DATA**

DATE OF BIRTH: February 06, 1976

CIVIL STATUS: Separated

NATIONALITY: Filipino

EXPIRY DATE: June 24, 2017

**Job Seeker First Name / CV No: 1798692**

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