**LUZ**



Secretary/Administrative Officer

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Experienced professional with 17+ years background in different office works, Bachelor of Science in Secretarial Administration with experience in secretarial functions, office and in sales administration. Experience in different types of company businesses such, advertising business, trading, selling of different engineering equipment office furniture and architectural business, and auto repair shop business. Knowledge of MS Office. Able to operate different office machines and equipments.

* Experienced in Secretarial functions  Quick learner & adaptable to new

 concepts

* Analytical, organizing & coordination skills  Proficient in various computer

 applications

* Strong background in office administration  With valid Philippine driving license.
* Ability to work independently or within a team  On husband visa

**Education**

Bachelor of Science in Secretarial Administratio(BSSA) 1992

Philippine Christian University (Manila Philippines)

**Achievements**

* Gained extensive experience in handling different office positions and in handling people for sales and motor shop works.
* Consistently hardworking in works being given.
* Displayed integrity and strong work ethic in maintaining confidentiality in official meetings and reports

**C a r e e r S n a p s h o t**

**MEDITERRANEAN BUILDING MATERIALS (Dubai, U.A.E.)**

Position Held: Admin. / Sales Secretary

Date: June 17, 2014 – July 4, 2016

**JOB DESCRIPTION**:

* + Receiving incoming calls, incoming and out-going documents
	+ Checked everyday emails and respond on it.
	+ Typing quotation.
	+ Make petty cash
	+ Ordering and maintaining office stationaries
	+ Filing
	+ Making pre-qualification and materials submittals
	+ Making method statement as per request by the client with coordination with the

 project manager.

* + Coordinate and arrange deliveries of samples
	+ Doing correspondence
	+ Do follow-ups about the status of quotation

**ISLAND TOWER TRADING LLC (Dubai, U.A.E.)**

Position Held: Sales Coordinator/Administrative Secretary

Date: September 6, 2011 – October, 2013

**JOB DESCRIPTION**:

* Assist client about product inquiry.
* Make quotation.
* Coordinates and schedule all deliveries.
* Make Delivery Order, Invoices, and Purchase Orders
* Overall in-charge in office activities especially if the Managing Director is not in town.
* Make Internal sales report and income report

**WOOD BUILDERS AND INNOVATORS, INC (Makati City, Philippines)**

Position Held : Sales Secretary/Marketing Assistant

Date : September 2, 2004 – March 7, 2005

 **JOB DESCRIPTION**:

• Assist client about product inquiry.

• Make quotation.

• Visit client if need arises, such area measurement.

• Make furniture layout and floor plan

* Do furniture drawings, according to what client wants.
* Selling and telemarketing.

**CVJ PRINTING SERVICES (Makati City Philippines)**

Position Held : Office Secretary

Date : November 15, 2002 – August 31, 2004

 **JOB DESCRIPTION:**

* In-charge of purchasing and ordering materials needed in printing.
* Follow-up collections
* Filing and book keeping
* Taking orders for printing, make quotation.

 **CAGAYAN DE ORO SOUTHWOODS CORPORATION (Mindanao, Philippines)**

 Position Held : Cash Disbursement Officer

 Date : October 13, 2001 – December 30, 2001

 **JOB DESCRIPTION:**

* In-charge in all banking transactions.
* In-charge in cash and cheque disbursement.
* Checking payroll
* Making internal accounting report

**FILLAND SURVEYING PROCESSOR AND GENERAL SERVICES (Makati City Phils.)**

Position Held : Secretary

Date : March 16, 2000 – September 2001

 **JOB DESCRIPTION:**

* Making external correspondence.
* Doing internal and external accounting report.
* Process surveyed data.
* Update client about the status of every project.
* Assist and update all the staff in everyday schedule.

**KAWAMURA AUTO SEIBI PHILS., INC. (Las Pinas / Makati City Philippines)**

Position Held : Administrative Secretary

Date : February 1998 – December 1999

  **JOB DESCRIPTION:**

* Assisting Workshop Manager and Vice President in their everyday activities.
* Update board members about the status of the company.
* In-charge of internal accounting report as well as monthly and year-end sales report.
* Became assistant branch manager.
* Overall in-charge in the activities of branch office.

**PHIL-TEK INTERNATIONAL CENTRE, INC. (Makati City,Philippines)**

Position Held : Sales Secretary/Sales Coordinator

Date : March 1995 – June 1997

 **JOB DESCRIPTION:**

* Responsible in updating and maintaining the availability of surveying stocks.
* In-charge in preparing and checking all items for delivery.
* Prepare all the necessary documents on delivery schedule.
* Delegating all the office staff in their everyday work and update the General Manager especially if he is in out of town business.
* In-house sales head.
* Assisting walk-in customers.
* Assisting Asst. General Manager in preparing all the necessary documents in joining public and government bidding.
* Assisting accounting staff in their collection.

**CONSOLIDATED DISPLAY INC. (Makati City Philippines)**

Position Held : Purchaser/Estimator (Printing and Display)

Date : May 1993 – January 1995

 **JOB DESCRIPTION:**

* Doing estimates of all the projects required by advertising clients/companies and let it approved by General Manager.
* In-charge in purchasing all supplies needed in each project.
* In-charge of assisting and updating the client about the status of each project
* In-charge of monitoring everyday activities of production department and making report about the accomplished projects as well as billing papers.
* Representative of the company whatever problem arise with regards to project delay.
* Overall in-charge in production department.

**C.S. LEE ENTERPRISES, INC. (Makati City, Philippines)**

Position Held : Secretary/Clerk

Date : September – December 1992

 **JOB DESCRIPTION:**

* Making quotation and assisting the customer with their orders.
* Follow-up and pick-up cheque collections.
* Assist sales staff in preparing products for delivery together with all the necessary documents.

**Proven Job Role**

**Secretary / Administrative Secretary / Sales Secretary**

* Making external correspondence.
* Update client about the status of every project.
* Assist and update all the staff in everyday schedule.
* Assisting Workshop Manager and Vice President in their everyday activities.
* Update board members about the status of the company.
* Responsible in updating and maintaining the availability of surveying stocks.
* In-charge in preparing and checking all items for delivery.
* Prepare all the necessary documents on delivery schedule.
* Delegating all the office staff in their everyday work and update the General Manager especially if he is in out of town business.

**Estimator / Purchaser / Accounting Clerk / Cash Disbursement Officer**

* Doing estimates of all the projects required by advertising clients/companies and let it approved by General Manager.
* In-charge in purchasing all supplies needed in each project.
* In-charge in all banking transactions.
* Internal bookkeeping.
* In-charge in cash and cheque disbursement.
* Checking payroll
* In-charge of monitoring everyday activities of production department and making report about the accomplished projects as well as billing papers.
* Follow-up and pick-up cheque collections.
* In-charge of internal accounting report as well as monthly and year-end sales report.

**IT Skills**

Proficient in Microsoft Office 2007 and 2010 , Advance Internet Concept , Excel , Power Point and E-mail applications.

**Personal Details**

Nationality : Filipino

Date of Birth : August 17, 1970

Marital Status : Married

Visa Status : Husband Visa

Languages : English and Tagalog