**ABIGAIL**

[**ABIGAIL.310406@2freemail.com**](mailto:ABIGAIL.310406@2freemail.com)

**Career Goal**

To acquire a responsible and challenging position that will utilize my profession, apply knowledge and offer opportunities for personal and professional growth.

**Working Experience**

**August 2014-August 2015 Secretary cum Senior Office Admin**

Neri Lighting Company LLC

P.O. Box 29987, Abu Dhabi, United Arab Emirates *Duties & Responsibilities:*

* Organizing and filing of paper works, documents and computer-based information, using a variety of software packages, such as MS word, Outlook, Excel etc.,
* Responsible for receiving and recoding all incoming and outgoing faxes, emails and hand deliveries.
* Ensuring sequential numbering in each and every outgoing document.
* Ensure all correspondence reach proper departments
* Creating Business letters and Letter of Assistance.
* Arranging of management & employee overseas travels and appointments
* Doing Payroll (SIF FILE-WPS) and cash journal.
* Creates local purchase order and coordinate with suppliers
* Preparing company invoices and receives supplier invoices.
* Arranging and preparing of payments to suppliers.
* Arranging Management schedule and booking of flights.

**August 2012-August 2014 Secretary cum Office Admin** Kukjae Industries Co., Ltd.

PO Box 133370

Mussaffah Abu Dhabi, United Arab Emirates *Duties & Responsibilities:*

* Handling of requirements for entry visa, CNIA gate pass, insurance, payroll card, labor card, residence visa and cancellation. (Very Good knowledge of procedures)
* Monitoring of each employee’s status from date of entry to expiry of contract.
* Coordinates with PRO (Public Relation Officer)
* Organizing and filing of paper works, documents and computer-based information, using a variety of software packages, such as MS word, Outlook, Excel etc.,
* Responsible for receiving and recoding all incoming and outgoing faxes, emails and hand deliveries.
* Ensuring sequential numbering in each and every outgoing document.
* Ensure all correspondence reach proper departments
* Creating Business letters and Letter of Assistance.
* Arranging of management & employee overseas travels and appointments
* Doing Payroll (SIF FILE-WPS) and cash journal.
* Creates local purchase order and coordinate with suppliers
* Preparing company invoices and receives supplier invoices.
* Arranging and preparing of payments to suppliers

**August 2011-April 2012 Front End Officer**

Waltermart Supermarket Inc

Brgy. San Agustin, San Fernando, Pampanga Philippines

*Duties & Responsibilities:*

* Ensure complete manning in all front end post is in place.
* Store promotions are facilitated before start of every cashiers shift.
* Monitor the counter from time to time.
* Conduct monthly meeting with staff and policy updating.
* Maintain customer service level within standards
* Reports cashiers shortages and overages within 24 hrs.
* Reports major incidents within the day.
* Preparing weekly complaints report

**August 2009-May 2011 Production Staff cum Coordinator**

Aquino Basket Shop

Brgy. Lara, San Fernando, Pampanga Philippines

*Duties & Responsibilities:*

* Oversee the production process, looking for ways to improve efficiency. Supervise quality control programs to ensure that all products manufactured function properly and are free of defects.
* Analyze inventory levels and supply needs
* Responsible for coaching and disciplining production workers as needed.
* Ensure that the facility meets all production quotas and deadlines.
* Maintain the records for production as well as all employee files.
* Coordinate production activities with those of the entire manufacturing department.
* Giving schedule for quality control employees and drivers
* Works with Manager in analysis and preparation

**August 2008-March 2009 LPO Controller cum Asst. Accounts**

The Palm Jebel Ali, Crescent Causeway Project

Taisei Corporation

P.O Box 31202, Dubai,

United Arab Emirates

*Duties & Responsibilities:*

* Checking & evaluating purchase request.
* Preparing local purchase order based on the system.
* Monitoring the request from time to time.
* Receiving invoices from the suppliers
* Checking invoices to the system.
* Updating the materials based from the delivery note.
* Dealing & reconciling with the suppliers.
* Assisting the Sr. Accountant with his reporting.
* Preparing monthly report.

**May 2007-April 2008 Management Trainee**

CGS Solid Aircon & Refrigeration Inc.

City of San Fernando, Pampanga Philippines

*Duties & Responsibilities:*

* Identifying & implementing marketing plan.
* Gathering data & information regarding target market.
* Handling sales & services (customers service)
* Doing proposals & quotations.
* Dispatch and giving schedules of technicians.
* Summarizing payroll and Inventory
* Doing computer works (Power point presentation, Msword, Excel)
* Handles correspondence, keeps files, and do clerical work for the organization.
* Fieldworks
* Doing business assignments and presentation.

**Education**

**April 19, 2007 B.S.B.A Major in Business Management**

Specialized in Marketing Holy Angel University, Angeles City Pampanga

**Special Skills**

* Knowledgeable in Microsoft Office (Word, Excel, Power Point,PDF) and Internet Navigation.
* Good oral and written communication in English.
* Excellent interpersonal relationship skills

**Personal Information**

**Date of Birth** November 29, 1986

**Religion** Roman Catholic

**Nationality**  Filipino

**Visa Status** Husband Visa

**Languages Spoken** English, Filipino

I hereby certify that the above information is true and correct thru the best of my knowledge and belief.