**Eleanor**

[**Eleanor.322783@2freemail.com**](mailto:Eleanor.322783@2freemail.com)

**PROFILE**

Excellent experience in working along multicultural race that had given me a better understanding of cultural diversity which in turn made me excel in my field.

**OBJECTIVE**

Now looking for a new challenging career that would still involve working with people whilst enhancing my experiences and sharing my expertise.

**EDUCATION**

* Bachelor of Arts in Political Science and Governments with 15 Education Units Earned

Virgen Delos Remedios College, Olongapo City, Philippines

Graduate – March 1991

* Bachelor of Arts in Mass Communications

Saint Louis University, Baguio City, Philippines

June-March 1988

* Clerical Secretarial

Central Luzon Institute of Technology, Olongapo City, Philippines

Graduate – March 1987

**PROFESSIONAL EXPERIENCE**

**PA to the Managing Director/ Special Projects Coordinator**

**Rawaat Group of Companies (March 2012 to present)**

**Dubai, UAE**

* Manage the MD’s diary and email account
* Book Hotel and Air Transfer
* Reply to emails for the MD
* Coordinate with the different departments on status of on-going projects
* Review contract agreements
* Attend meeting with clients as and when needed
* Act as a special project coordinator for the MD
* Prepare monthly sales report by logging inquiries sent to clients
* Review and counter sign liquidations of staff before endorsing to accounts department
* Perform other duties assigned by the MD
* Assist the HR and Admin department
* Coordinate with the China, Sri Lanka, Ethiopia, KSA and the rest of the satellite offices for project related works.
* Prepare documents needed by the MD for his business travels outside of the UAE.
* Screen telephone calls for the MD
* Prepare quote as directed by the MD on special projects
* Assist the accounts department on follow up and collection of payments
* Prepare MOU’s, MOA’s, Contract Agreements, JV Agreements and other related documents
* Travel outside of the country for meetings along with the MD as and when he requires.
* Act as the SPC (Special Point of Contact) for tender and bid processes.

**Office Administrator cum Receptionist**

**Expression Marketing and Integrated Communications (February 1, 2011 to October 30, 2011)**

**Media City, Dubai, UAE**

* Takes charge of the office reception area by greeting and directing persons entering the office and directing them to correct destination,
* deal with queries from clients and suppliers,
* provide refreshment to visitors, maintain availability and cleanliness of meeting rooms,
* prepare letters, invoices, monthly timesheet of staff and file related documents for the finance department,
* update daily traffic report of the creative and accounts handling,
* act as a reliever for the Director's personal assistant in cases of her absence,
* assist the accounts handling team on research and other related work in my capacity,
* receive and sort mail deliveries, prepare stationery orders and maintain stationery cupboard,
* ensure knowledge of staff movements in and out of the organization,
* perform general administrative and clerical support,
* Perform other duties assigned as maybe directed by the Managing Director, Financial Director and the Director's Personal Assistant.

**Personal Assistant / Legal Researcher**

**Collado and Collado Law Office (May 2005 – to December 2011)**

**Olongapo City, Philippines**

* Prepare all pertinent documents for review
* check schedules of hearing
* update the calendar of events of the office
* answer telephone calls
* attend to prospective clients
* Conduct legal research and perform other duties that maybe necessary in my assigned field of work.

**OTHER ACHIEVEMENTS**

* Worked for Amuza Japan Company Limited as Coordinator on its sea trial of their leisure submarine in Subic Bay from October 15 to November 25, 2008.
* Successfully reapply a dormant application for a U.S. Visa of 5 immediate relative of a deceased U.S. Citizen by Humanitarian Reinstatement, and as of this date a visa had been granted by the American Embassy in the Philippines, and dependents are now working and residing in the United States.

**LANGUAGES**

Tagalog – Mother Tongue

English - Excellent reading, writing and speaking

**KEY SKILLS AND EXPERIENCE**

* Supervision
* Administration
* Staff Training
* Customer Service
* Reception
* Team Player
* Multi-tasking
* Holder of valid UAE driving license ( expiry: 30/09/2023 )
* Holder of Open Water Diving License issued by PADI

**REFERENCES**

Available upon request