**CV No 1944108**



**GERALDINE**

**CAREER OBJECTIVE:**

To be a part of a dynamic organization that will promote & encourage personal & career growth to its employees., which will enable me to share my utmost talents & abilities in the performance of my duties for the betterment of the company & for my own sense of fulfillment & achievement.

**SUMMARY**

* More than 9 years of experience in operations, office management, administration and executive assistant.
* Proven ability to work with staff at all levels
* Independent, highly personable and aggressive
* Accepts criticism and feedbacks well; follow through suggestions
* Self-Motivated & flexible to handle situations and issues within the field.

**WORK EXPERIENCE**

**Nov 2015-Present Secretary to HR Director**

🞟 Prepare correspondences and other communication letters needed in connection with operation

🞟 Assisting the team in sourcing, shortlisting & organizing the interview with prospective candidates

\*Document classification, sorting, filing, and documents retrieval.

🞟Calls prospective candidates and schedule meeting up with the Director.

🞟Responsible for the scheduling of transportation of employees.

🞟Responsible for the calculation & preparation of attendance for Yacht Crew.

\*Provides information and data needed by the company and staff as required.

🞟Performs administrative duties as may be needed by the company

🞟Managing of Director’s calendar

🞟Screen incoming calls and visitors

🞟Arranging meeting with various departments, clients as advise by the Director.

🞟Managing filing system regularly

🞟Maintaining and developing relationship with existing suppliers in person and via telephone & e-mails.

🞟Attending team meetings & sharing best practice with colleagues.

**Jan 2014-Nov 2015 Al Rahji Construction LLC ISO 14001:2004, 9001:2008, OHSAS 18:001:2007 (Construction, Infrastructure)**

**Document Controller/Site Secretary to Project Manager**

🞟 Organizing work load and managing all files alphabetically and numerically for easy retrieval

\* Maintains specifically assigned project database/s.

\* Assisting in the preparation of Shop drawings from Rev.0 up to the last revision. .
🞟Regular updating of incoming/outgoing shop drawings, documents, invoices, etc.

\*Reviews completeness of documentation and prepares document transmittals.
🞟Distribution of approved documents, drawings to appropriate subcontractor and supplier as applicable.
🞟Maintaining all important files and controlling log register.
🞟Directly reporting to project manager
🞟Providing some clerical support to other staff as needed.
🞟Prepare reports by collecting and analyzing information

🞟Coordinates with liaison officer regarding approvals of important permit such as NOC'S, Police Permission Etc.
🞟Assist Project Manager in preparation of Weekly & Monthly report that needs to be submitted to Consultant.

**Nov 2013 – Jan. 2014** **Bahmani General Trading Co LLC (General Trading)**

 **Accounting Staff**

🞟Engage in sales and distribution of Generators, Air Coolers & Air condition in UAE and other Middle Eastern countries

🞟Doing telex transfer to china and other countries.

🞟Directly reporting to the General Manager

🞟Responsible for daily telex transfer application

🞟Daily monitoring of all incoming e-mails

🞟Sorting of all bank statements and letter of credits

🞟Accepting and receiving cash/cheque to clients

🞟Performed cashiering functions such as preparing cheque, transacting with the Banks, cash advances funds.

**May 2012-Oct 2013 Phoenix Sun International Corporation (Developer, Construction)**

 **Executive Secretary to the President/Document Controller**

🞟Overseeing the day-to-day operations of the company & reported it directly to the President/CEO

 🞟Provide personal administrative support & secretarial functions

🞟Responsible in personal bank account of the President

🞟In charge in the preparation/reports of MOM

🞟In charge in following up the reports of different departments

🞟Monitors accomplishments, decisions of each departments to the CEO

🞟Coordinate with government and private institutions for verification of Buyers’s information.

🞟Assist buyers through administrative and documentation services with regards to their purchase and applications. 🞟Designed and maintained the filing system and responsible for all classified files

🞟Coordinate with Department heads and managers as necessar

**Nov 2008-Apr 2012 Matsuyama Corporation (FMCG)**

 **Executive Assistant to the President**

**🞟**Responsible for the day-to-day operations of the company

🞟Monitoring the overall operations in the office (President in France)

🞟Conducts training to staff

🞟Supervising, hiring staff

🞟Performing marketing survey

🞟Implements marketing programs (marketing materials e.g. brochures/flyers, products image, branding etc.)

🞟Making internal and external memos

🞟Responsible for the safekeeping of classified files of the company, administrative works & other functions that maybe required.

**Nov 2006-Oct 2008 Platinum Health Club (Exclusive Health Club for Men) State of Kuwait**

 **Executive Secretary (Office of Sheikh Mohd Ali Abdulla Al-Sabah)**

**🞟**Provides administrative support to the General Manager

🞟 Responsible for scheduling of meetings for the General Manager

🞟Communicate and coordinate to other companies as necessary

🞟Manages accounts receivables/payable including payments follow-up

🞟Supervised customer service activities

🞟Gathering all the data and personal information of employees

🞟Doing correspondence and memorandum for all the staff

🞟Delegating task to appropriate persons

🞟In charge of all supplies and inventories of consumables and equipment

🞟Drafts employees announcements

**EDUCATION**

**June 1992-Mar 1996** **Rizal Technological University** **Philippines**

**Graduated** *BSBA Office Administration*

**OTHER CERTIFICATE**

**Jan 2004-Oct 2004 Philippine National Red Cross Philippines**

*Caregiving*

**Mar 2001-June 2001 Rizal Technological University Philippines**

*Office Administration refresher course*

**SKILLS**

🞟Computer Literate (MS Office-PowerPoint, Word, Excel, Outlook)

 🞟Operating office machines (Photocopier, Scanners, PABX, and POS)

**REFERENCE: To be provided upon request.**

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| **GERALDINE SALAMAT MENDEZ – CV No 1944108**To interview this candidate, please send your company name, vacancy and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php> addressing to HR Consultant on cvcontacts@gulfjobseekers.comWe will contact the candidates to ensure their availability for your vacancy and send you our service HR Consulting Fees quotation for your approval. Whatsapp +971504753686\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |