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**Email:** [**charovi.325879@2freemail.com**](mailto:charovi.325879@2freemail.com)

Objectives

Seeking a challenging opportunity where I will be able to utilize my strong organizational skills, educational background, and ability to work well with people, which will allow me to grow personally and professionally.

Experiences:

**Dean’s Secretary February 13, 2014 - present**

**University of Modern Sciences - Dubai, UAE**

* Manage the file and records
* Arrange the travel documents needed
* Provide secretarial support for the teaching and research activities of the Dean
* Sends out letters of request from the Dean and monitors responses
* Monitors appointment schedule to advise of upcoming appointment renewals
* Type letters covering general correspondence, admissions and certification
* Perform other tasks related to the administration function as they arise and as delegated by the Dean and other Superiors

**Executive Secretary**

**May 9, 2009 – Dec. 9, 2013**

**Arrehan Al Arabiya Corp. Dammam, Saudi Arabia**

-Assist the General Manager

-Monitor daily cash flow of the company.

-Arrange for family travel.

-Communicate and understand with every contract

-Communicate in the bank concerning deposits and LC

-Monitor daily updates and progress billing for every project completion

-Maintain records and compilation through filling a hard or electronic copy

-Responsible for the ordering and maintaining office and equipment supplies

-Responsible for product and equipment inquiry local and international

-Negotiate with the supplier for technical terms and product specifications.

**Maintenance Supervisor November 26, 2006 – January 2009**

**King Faisal University Dammam, Saudi Arabia**

-Act as a Group Leader.

- Responsible with the orders taken from the higher Management

- In-charge for the excellent progress of cleanliness and safety work precaution

- Responsible for the daily man-hour production

- Recommend fast and accurate for every worker.

**Subcon Infant and Children Wear March 09, 2001 to June 2005**

**Taytay, Rizal, Philippines**

**Executive Secretary / Coordinator**

-Preparation and review of the Project proposal before Managers signature.

-Prepare quotation

-Coordinates with the production Department about designs.

-Receiving clients call and be able to designate to the Department involved.

-Be able to take finish project or Accomplishment

**Ever Shoppers Incorporated September 15, 2000 – Feb 01, 2001**

**Ortigas Avenue, Cainta, Rizal, Philippines**

**Cashier**

-To receive money from the customer and be able to secure until the reliever will take-over for the next post.

-To turn-over all collected money from the customer on cash basis to the Accounting Department.

-Review total receipt prior to turn-over to the Accounting Department.

**RESPCI Multi - Purpose Cooperative Nov. 03, 1997 to February 06, 1999**

**Pasig City, Philippines**

**Secretary/Clerk**

-Be able to prepare documents for the manager’s activity.

-To secure all document, records and files for future references.

-Received and record all the incoming calls, fax messages

-Make inventory for the office materials and prepare for the Materials Request before submitting to the Accounting Department.

-Preparation of the Document and project proposal before Managers signature.

-Receiving clients call and be able designate to the Department involved.

Education

Polytechnic University of the Philippines

1995 - 1999 ▪ **Bachelor in Cooperatives**

National College of Business and Arts

1991 – 1995 **Secondary Education**