**CHEENA**

[**CHEENA**.331307@2freemail.com](mailto:CHEENA.331307@2freemail.com)



**Career Focus**

Determined and proactive Secretary who works with a sense of urgency to anticipate the needs of senior-level executives. Thrives in a fast paced, dynamic environment. Skilled at multi-tasking and maintaining a strong attention to detail. Professional and superior communication skills to meet client and company needs. Skillful and dedicated with extensive experience to support daily operational and administrative functions in a highly confidential environment.

**Highlights**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Flexible |  | E-mail Management |
|  | Professional and mature |  | Microsoft Office proficiency |
|  | Strong problem solver |  | Strong Communication |
|  | Works under pressure |  | Administrative Support |
|  | Self-Starter |  | Documentation Control Support |

* Scheduling Meeting

**Professional Experiences**

**Project Admin Secretary/Document Controller** *Jan 2015 to Present*

***- Abu Dhabi, United Arab Emirates***

* Provide documentation control support responsible for storing, managing and tracking company documents while ensuring accuracy & quality.
* Uploading documents/ drawings using E-room/FTP.
* Organizing and maintaining tracking logs for easy documents retrievals
* Receiving incoming and outgoing transmittals for internal distributions
* Maintain filing system for hard copies procedures and drawings.
* Provide full secretarial and admin support to the project team and department to ensure the smooth running of the team operations.
* Create and maintain computer- and paper-based filing and organization systems for records, reports and documents
* Organizes and coordinates meetings, conferences, travel arrangements



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* Maintains schedules and calendars
* Handles incoming mail and other material
* Communicates verbally and in writing to answer inquiries and provide information
* Prepares Daily attendance report of the staffs
* Ensures compliance with Denholm Yam Quality, Health, Safety and Environmental Systems
* Liaison with internal and external contacts

**Administrative Assistant/Secretary** *Sep 2013 to Jan 2015*

***The Copyright Company, LLC – Abu Dhabi, United Arab Emirates***

* Schedule and record General Manager Meetings with the clients, sponsors etc. including screening and assisting visitors.
* Maintain a detailed administrative and procedural process to improve accuracy and efficiency.
* Ensure confidentiality of information, office files, records and other documents handled.
* Answer to a high volume of calls and in-person inquiries.
* Draft letter, memo, agenda, minutes of meeting with the guidance of the General Manager.
* Prepare various reports as directed by the General Manager using the Microsoft Office tools.
* Attends meeting with the General Manager and assisting in creating new business plans to the company’s objectives.

**Sales Executive** *Nov 2010 to Sep 2013*

***Abu Dhabi International Airports, Duty Free***

* Optimized sales through effective customer experience and selling techniques.
* Providing appropriate solutions for every costumer to achieve sales goal and maximize customer satisfaction.
* Executing all transactions quickly and accurately.
* Keeping the management informed by submitting daily sales report, weekly inventories, and monthly summary analysis.
* Paying attention to customer requirements and presenting appropriately to make a sale.
* Maintaining and developing relationships with existing customers in person and via telephone calls and emails.
* Responding to incoming email and phone enquiries.
* Negotiating the terms of an agreement and closing sales.



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* Gathering market and customer information.
* Advising on forthcoming product developments and discussing special promotions.
* Checking the quantities of goods on display and in stock.
* Recording sales and order information and sending copies to the sales office, or entering figures into a computer system.
* Reviewing your own sales performance, aiming to meet or exceed targets.
* Gaining a clear understanding of customers' businesses and requirements.

**Sales Representative** *Aug 2010 to Nov 2010* ***Norkis Yamaha Group – Philippines***

* Handling any inquiries produced by the client, investigate the issue and provide the necessary feedback.
* Process customer order in a timely manner and ensuring the clients approval.
* Negotiate the terms of an agreement and close sales.

**Trainings**

* ***Basic First Aid and CPR Training***

Conducted by Petrofac - May 20th 2015

* ***Fire Warden Training***

Conducted by Petrofac - April 28th 2015

**Education**

***Bachelor of Science in Computer System Designing and Programming***

***Major in Programming - April 2010***

***ACLC College - Philippines***

**Personal Details**

* Age: 25
* Date of Birth: July 19, 1991
* Status: Single

**Reference**

To be furnished upon request.



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