CURRICULUM VITAE OF



SITTI BERKIS B. LAJA – CV No. 1990752

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| **Objective** | I want to be part of a successful organization in an environment of growth and excellence. |  |
| **Key Strength** |  Skilled in providing effective customer service with excellent communication skills. |  |
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| **& Skills** |  A highly effective team player that understands the value of working together towards a common goal. |  |
|  |  Exceptional listener and communicator who effectively conveys information verbally and in writing. |  |
|  |  Very well organized and comfortable working in a multi-tasking project-oriented environment. |  |
|  |  Highly organized and productive. |  |

**Summary of**

**Qualifications**

* Background in Administration, Purchasing Officer, Sales & Marketing, Customer Service, Event Organizing.
* Well-versed in Microsoft Office applications.
* Creating correspondence and reports.
* Document Management.
* Supply Management.
* Motivated self-starter who is comfortable working in a team as well as independently.
* Possesses strong interpersonal and presentation skills with ability to take initiatives and manage priorities.
* Creative, well-organized and able to multi-task.
* Hardworking and enthusiastic individual who welcomes new challenges.
* Willing to further enhance knowledge in different fields of expertise.

**Personal**

**Information**

**License:**

**Work History:**

Date of Birth: March 9, 1982

Nationality: Filipino

Zamboanga City, Philippines.

UAE Driving License

PURCHASING OFFICER/ADMINISTRATOR

United Arab Emirates.

Duties and responsibilities:

* Negotiate and recommend execution of contracts for the purchase of materials, services and equipment.
* Monitor the quality of service provided by suppliers.
* Keep contract files and use them as reference for the future.
* Develop a purchasing strategy.
* Conduct research to ascertain the best products and suppliers in terms of best value, delivery schedules and quality.
* Supervise the work of employees in supporting roles, including assigning workload and monitoring employee performance.
* Facilitates resource management and administration procedures and documentation for the principal.

EVENT COORDINATOR

Yas Links (ALDAR) Abu Dhabi, Yas Island, Abu Dhabi U.A.E.

Duties and responsibilities:

* Attend events to facilitate operations and respond to emergencies, problems, Ensures all aspects of events are implemented and controlled according to plans.

December 2015 - till up-to date

November 2014 -

April 2015

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SALES & MARKETING

Arts Island Contracting Company LLC KMK Hotel Supplies, Abu Dhabi, U.A.E

RECEPTIONIST/SECRETARY/ADMINISTRATOR

Al Nasr Middle East Gen. Contracting Abu Dhabi, U.A.E

* Provide assistance and information to faculty, staff and outside organizations regarding facility use and capabilities.
* Maintain contact with patrons of clients via telephone or written correspondence.
* Coordinate conferences and/or requested services including reserving conference rooms, determining catering needs, preparing conference material, tracking various expenditures and revenues, collecting fees and maintaining any necessary records.
* Compile material for event program; maintain mailing lists for distribution of event calendar or other pertinent information.

December 2010 –

October 2014

Duties and responsibilities:

 Responsible for the day-to-day site operation and provide administrative support.

 Maintain department schedule by maintaining calendars for department personnel, arranging meetings and conferences.

 Complete requests by greeting customers, in person or on the telephone, answering or referring inquiries.

 Sorting and distributing incoming post and organizing and sending outgoing post.  Organizing and storing paperwork, documents and computer-based information.

March 2008 –

November 2010

Duties and responsibilities:

* Thorough knowledge of marketing and sales, analysis of client’s needs, devising and implementing customized solutions.
* Delivering revenue & profit gains within highly competitive market.
* Preparation of export development strategy.

HOTEL SUPERVISOR

Ramee Dream Resort Seeb, Muscat Oman

Duties and responsibilities:

* Responsible for managing and overseeing all hotel functions.
* To ensure that all customers are satisfied with functions or events, dealing with special requests, issues and complaints as they arise.
* Manage and organize all staff requirements and rotas.
* Plan and organize the set-up of all events and functions.
* Report to the General Manager

OFFICE SECRETARY AND EVENT ORGANIZER

Fonoon – Event Management Company

Khalidiya, Abu Dhabi, U.A.E.

Duties and responsibilities:

* Responding to customers’ inquiries and provide detailed information of the company’s services.
* Supervising the daily workflow of the staff.
* Ensuring that services needed by the clients are prearranged before the day of the function and the service standards are met.
* Provide assistance to the clients and staff during the function.
* Organize and maintain electronic files and documents.
* Videographer and photographer (based on schedule), using professional cameras, for weddings, conferences and other various occasions.
* Help in completing projects such as film editing (using Adobe Premier 2.0 software), photo editing (using Adobe Photoshop CS2 software), digital photo albums and other tasks when necessary.

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Education

Practical Nursing

St. Augustine School of Nursing

Zamboanga City, Philippines

Bachelor of Science in Education

Zamboanga Arturo Estaquio College (ZAEC)

Zamboanga City, Philippines

Secondary (1994-1998)

National High School Rojas Site

Cotabato City, Philippines

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| **SITTI BERKIS B. LAJA – CV No. 1990752**  Whatsapp +971504753686  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 email: [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com)  We will contact the candidate first to ensure their availability for your job  and send you the quotation for our HR Consulting Fees. |