Dear Sir / Madam:

I would like to take the opportunity for any possibility of job opening in your esteemed company and to which my qualification will be best suited.

For the past twelve years, I worked at various fields in **Secretarial/ Administration/Data Entry to Managerial Position and Customer Service** wherein flexibility and dedication which leads to the company and career success has become my goal. Currently, I am currently residing here in Dubai, before I worked here in Dubai as Assistant Supervisor for three (5) years in one of the leading Emarat Supermarket but before that I have previously worked in my home country for eight (8) years from Secretary and got promoted as Manager. Thus, I can confidently say that I have developed and willing to enhance more of administrative, communication and customer service skills especially in a multicultural environment. My resume which is enclosed, contains information of my experiences and skills. References, certificates and other supporting documents are available upon request.

I would appreciate the opportunity to discuss and to provide further information on my candidacy. You may contact me anytime at +971 056 262 8067 or email me at ma.melanie\_mariano@yahoo.com

Thank you for your time and consideration. I’m looking forward to speak with you about such exciting opportunity.

Sincerely,

**Ma. Melanie Mariano**

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|  **Dubai,** VISA TYPE:**Visit Visa - Transferrable** | **WORK OBJECTIVE:**To work in a good and prestigious company where I can share my skills in handling responsibilities and showing my interest and willingness to learn, to be cooperative and be worthy for the position that I am applying for. **CAREER PROFILE** Over Twelve Years of work experience in the field of Secretarial/Administration and Customer Service both locally and overseas thus able to develop the following:* Customer Service
* Time Management
* Attention-to-Detail
* Data Integrity
* Answered & routed incoming calls.
* Computer Literate (MS Word, Excel)
* Can speak, read and write English
* Efficient and Lenient
* Ability to adapt to a multi-cultural environment

**AREAS OF INTEREST** *Seeking a challenging position in the following field:* Administration | Receptionist | Secretary | Administrative Assistant | Executive Secretary | Document Controller | Purchaser | Customer Service |
| **EDUCATIONAL QUALIFICATION****Bachelor of Science in Computer Secretarial & Business Management****(1992-1994)**INTERNATIONAL ELECTRICAL TECHNICAL INSTITUTE(Caloocan City, Philippines)**Secondary Education -Graduated****(1987-1991)**MEYCAUAYAN COLLEGE(Meycauayan, Bulacan, Philippines) | **ORGANIZATIONAL PROFILE****Secretary**April 2015 – December 2016 COMPANY : Aleph Qatar Printing Press LLC (Doha-Qatar) **Accounting Staffcum Secretary**September 2009 – July 2010 COMPANY : F@R Manpower Services Inc. (Bulacan,Philippines) **Assistant Supervisor/ Cashier**April 2004 - December 2008COMPANY :Bakeria-EMARAT (Dubai U.A.E.) **Station Manager**November 2000-April 2004 COMPANY : Petron Total Gasoline Station – Mancon Realty Corporation(Bulacan, Philippines) **Personal Secretary**January 1998-October 2000 COMPANY : Petron Total Gasoline Station– Mancon Realty Corporation (Bulacan, Philippines) **Secretary**August 1994-December 1997 COMPANY : Total Video (Bulacan, Philippines) |
| **Secretary**February 2015 - present (**Doha-Qatar**) | **PROFESSIONAL EXPERIENCE**:**Job Description*** Serves as the point of contact for the company’s administrative task.
* Providing telemarketer support for ISO certification and other IT related products of the company
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| **Accounting Staffcum Secretary**September 2009 – July 2010**F@R Manpower Services Inc.**(**Bulacan,Philippines**) | **Job Description*** Checking daily time record of each employee
* Preparing the weekly and monthly payroll in all various clients
* In charge of deduction of each employee in a weekly and monthly basis such as the SSS,PAG-IBIG, Phil health and any other deduction
* Preparing the computation of each employee annual leave,13th month pay
* Monitoring the contract of each employee based on their contract
* Preparing the receivables of each company for the weekly and monthly collection
* Issuance of checks payable
* Prepares letter like salary certificate, employment certificates, memos and other correspondence
* Updates and collects customer receivable in weekly and monthly basis
* Keep and files customer agreements and contracts
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| **Assistant Supervisor / Cashier**April 2004 - December 2008**Bakeria-EMARAT** (**Dubai U.A.E.**) | **Job Description*** Customer Service Assistant
* Assist and meet customer satisfaction
* Handling Customer Complain
* Preparing weekly attendance
* Inputting daily sales and invoices
* Typing memo, correspondence
* Preparing L.P.O. (local purchase order)as per goods required
* Receiving daily deliveries of the station
* Merchandising good by following the FIFO method
* Checking the expired and damaged products daily basis
* Promoting daily and monthly promotions of the company
* Baking of frozen items for daily operation
* Monitoring of production and expiration dates of baked products
* Maintaining the high quality of the products and the cleanliness of the supermarket
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| **Station Manager**November 2000-April 2004**Petron Total Gasoline Station** **Mancon Realty Corporation**(Bulacan, Philippines) | **Job Description*** Purchasing of stocks ( fuel gasoline & lubricants )
* Monitoring the employees of the station
* Preparing weekly payroll
* In charge of monthly volumes sales
* Making monthly disbursements
* Issuing checks for all clients
* Answering phone calls
* Filling of invoices, vouchers and customer’s records
* Follow-up for collection of receivables
* Coordinate to all customers
 |
| **Personal Secretary**January 1998-October 2000**Petron Total Gasoline Station** **Mancon Realty Corporation**(Bulacan, Philippines) | **Job Description*** Over all in charge of purchasing of stocks
* Monitoring the employees of the station
* Preparing the weekly payroll
* In charge of monthly volume sales
* Making monthly disbursements
* Issuing checks for all clients
* Answering phone calls
* Filling invoices, vouchers and customer’s records
* Follow-up for collection of receivables
* Coordinate to all customers complains
* Keeping personal files
* Preparing payments of credit card and other company expenses
* Attending conferences and seminars for the company
* Maintains updated record of company telephone lists
* Prepares check and check vouchers
* In charge of making cash and check deposits
* Prepares monthly sales reports.
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| **Secretary**August 1994-December 1997**Total Video Media Company** (Bulacan, Philippines) | **Job Description*** Filling of invoices and vouchers
* Checking of daily invoices
* Preparing of vouchers and checks for all payments
* Responsible in inventory of tapes and laser disk
* Preparation of monthly sales and monthly disbursements
* In charge of the preparation of payroll
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|  | **PERSONAL DATA*** Born in Meycauayan,Bulacan Philippines on May 24, 1976.
* Single, Filipino citizenship, Christian.
* Above-average communication skills, fluent in English and Filipino.
* Likes watching movies and gaining friends.
* Dependable, flexible, analytical, sociable, responsible and hardworking.
* Can work under pressure with minimal supervision.
* Can work in a group or a team.
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| **Maria Milanie V. Mariano – Cv No. 1994664**To arrange interview with me, please send your company name, vacancy and salary details to my HR Consultant cvcontacts@gulfjobseekers.com Whatsapp +971504753686\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |