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**

|  |  |
| --- | --- |
| **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 2008  COMPANY :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 |
| **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 |
| **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 |
| **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. |
| **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 |
|  | **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. |
|  |  |

|  |
| --- |
| **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](mailto:cvcontacts@gulfjobseekers.com) Whatsapp +971504753686  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |