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**Dianne Jane Llapitan-Lonogan – CV No. 1996212**

Address : Al Nahda, Dubai, UAE

**CAREER PROFILE**

An experienced office administrator with expertise in handling awide range of administrative and executive support related tasks independently with little or no supervision.

**CAREER OBJECTIVE**

To seek a challenging administrative position in a well-established company, where skills & knowledge are maximize to promote personal growth and career development while contributing in the attainment of the organizational goals.

**PERSONAL QUALIFICATIONS**

* **COMPUTER PROFICIENCIES**
* **MICROFSOFT OFFICE (Word, Excel, PowerPoint ,Outlook)**
* **Acrobat**
* **Basic AutoCAD**
* **PERSONAL ATTRIBUTES**
* Hard-working, fast learner, self-motivated, responsible
* Dedicated & committed, willing to take challenging roles & tough assignments
* Highly flexible, can work and interact well with people of different backgrounds and cultures
* Able to work under pressure and meet deadlines
* Advance planning ability, Versatile, Enthusiastic, Logical
* Extremely goal-driven to produce outputs of great quality.
* Fluent in English communication both written and oral
* **PERSONAL DETAILS**

Date of Birth : March 16, 1990

Age : 26

Nationality : Filipino

Gender : Female

Languages : English, Filipino

Educational Attainment : Bachelor’s Degree of science in Nursing

Awards: academic excellence, clinical efficiency awards

Professional Eligibility : Registered Nurse

**EMLOYMENT HISTORY**

**April 2010-December 2012**

**Company: Accenture, Manila Philippines**

**Position: Account Processor Specialist (Washington, Maryland, Virginia)**

***MAJOR FUNCTIONS AND DUTIES:***

* Set up accounts for new clients
* Updates, Prepares and sends monthly bill of clients
* Makes adjustments with erroneous accounts after thorough investigation
* Maintain systematic filing of records and master files
* Ensure privacy and confidentiality of any matters concerning clients and their accounts
* Ensure to meet the quality of process standards and target the number of accounts processed on a daily basis
* Coordinates with other departments to make and improve programs for better processing

**January 2013-Present**

**Dubai, UAE**

**Position: Office Manager / Administrator**

***MAJOR FUNCTIONS AND DUTIES:***

* Reports directly to the Managing Director
* Manage phone calls and all incoming & outgoing correspondence (emails,packagesetc)
* Coordinate office activities & operations to secure efficiency and compliance to protocols
* Liaise with office vendors, suppliers & customers
* Prepares quotations, purchase orders and invoices
* Schedule meetings , appointments, travel arrangements for upper management
* Create & update records & databases with personnel, financial and other data
* Partner with accounts in keeping & providing financial report
* Managing & Handling of company’s logistic operations
* Coordinate with Marketing & project managers for all project matters
* Manage monthly bills, track stocks of office supplies and place orders when necessary
* Creating, organizing, updating & keeping project records
* Provide general support with other office staffs

CHARACTER REFERENCE WILL BE *AVAILABLE UPON REQUEST*

*I hereby certify that the above information is true and correct to the best of my*

*knowledge and belief.*

**Dianne Jane M. Llapitan**

*Applicant*

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| **Dianne Jane Llapitan-Lonogan – CV No. 1996212**  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 [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com)  We will contact the candidates to ensure their availability for your vacancy and send you our service HR Consulting Fees quotation for your approval. Whatsapp +971504753686  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |