

Hermie

Hermie.334445@2freemail.com

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**PROFESSIONAL SUMMARY**

Administration cum HR/PRO – Administrative Personnel – Office Coordinator – Purchaser

Well-rounded Administrator – Effective & Speedy-Accurate HR/PRO – Inventory Controller – Computer / Internet Savvy – Resourceful Problem-Solver – Creative & Independent – Passionate – Team Player

*Personal Note: Strongly believe with the following sayings “Time is Gold” and “Honesty is the Best Policy”, matching with my speed & accuracy as well as my passionate for excellence & perfection, thus, work outcome is prolific.*

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**EMPLOYMENT HISTORY**

Administration Officer cum HR/PRO (*Immigration*) – March2011-Nov.2016

 \*Administration Officer *-* Dubai Metro Project (03/2011-06/2013)

Dubai

* Directly report to the HR/Finance Manager and company’s Regional Director.
* Savvy and well-experience Admin/HR/PRO (*with Immigration PRO card*)
* Process UAE job offer letter for new and renewal employees.
* Process Work Permit Application, and to apply e-quota if needed.
* Process & to obtain Electronic Employment Visa thru E-DNRD online portal website account after the labor payment fees and / or after top-up of the E-DNRD online account thru Commercial Bank of Dubai at the Immigration offices.
* Get a certain entry permit number for those ‘visa upon arrival holder’ at the Immigration Office or at the Airport Immigration Office.
* Process Change Status either online or procedure. Thereafter, continue to process the Labor Contract and to collect the original contract for record purposes.
* Process Residence Visa thru E-DNRD online portal website account, thus, also includes Medical Test & Emirates ID (national ID).
* After obtaining the medical certificate for new employees, subsequently, process the UAE labor contract and afterwards, to obtain the electronic UAE labor card by tracking online. Then, to collect the original UAE labor contract for record purposes.
* Residence Visa Stamping either personal visit at the Immigration Office if urgent application or thru the registered official courier (AXL) of the Immigration.
* Resolve any discrepancies directly at the concern institution(s) especially the Immigration problems.
* Arrange the medical insurance of the employees and to cancel after the demobilization.
* Liaise with the bank agent for opening a bank account for the newly hired employee as well as to any updates for the employees’ residence visa and emirates ID renewals.
* Deal bank transactions such as cheque/cash deposits and withdrawals.
* Handle and regularly update the employees’ annual / sick leaves.
* Arrange travel tickets to the top management for business trips, Engineers for work mission abroad, employees’ annual ticket, to new employees’ mobilize ticket, new employee’s ticket for change visa and exit ticket for the dismissed employee.
* Arrange hotel bookings to the top management, to new employees, and company’s guest or company staff from other branches or regions. This also includes the airport/hotel transfer and as well as Marhaba services.
* Arrange tourist visa mainly for company’s visitors thru the company’s approved travel agency.
* Handle petty cash.
* Calculate any overtime of the employees.
* Type or create and proofread any type of authorization letters such as salary certificates, No Objection Certificates (NOC) for a certain Embassy and for obtaining a driving license, Etisalat & DEWA letters, bank letters, etc.
* Corresponding daily emails and requests with promptness.
* Liaise with Dubai Chamber of Commerce, Department of Economic and Development (DED) & Dubai Municipality for licenses renewals and/or modifications.
* Liaise with UAE Ministry of Foreign Affairs for any attestations such as employees’ diploma/certificates attestation or corporate attestations.
* Handle, manage and plan the fleet management & to process all related matters such as car registration renewal (online) & its insurances, car accident, car maintenance, petrol & RTA parking card. And regularly check traffic fines & cross check Salik transactions (toll gate).
* In-charge, handle, & carry-out company assets’ inventory, monitor and keep records or transmittal forms.
* Review, verify, and reconcile with vendors for any mismatches of accounts’ statements.
* Update the excel file for the action plan for all monthly transactions to be carried out throughout the whole year and the following years.
* Perform general administrative duties such as photocopying, scanning, collating, faxing, etc. Maintains an accurate filing, and ensure filing is completed in a timely manner, and documents archiving system.
* Also worked as *Document Controller / Program management support* *& ADMINISTRATION OFFICER* during the DEFECTS LIABILITY PERIOD (DLP) Period of the DUBAI METRO PROJECT and directly reports to the PROJECT DIRECTOR & QA/QC Manager.

Purchasing Officer, Le Notre Paris – Gourmet Catering & July2005-April2010

Hospitality Services

Dubai

Le Notre Paris - Gourmet Catering & Hospitality Services - a popular French café & restaurant famous on its Pastry & Bakery products. Centralized Purchasing **–** Solely handle the five branches (*from 1 outlet to 5 outlets*) including the central production unit plus catering department.

* Directly reports to the General Manager for all Purchasing & Inventory Control matters. Prepares and discuss “Purchase Analysis” that shows statistics of categorized F&B purchases, and general purchases.
* Supervise & monitor the warehouse, central production unit and the five restaurants across U.A.E. named Le Notre Paris *(see other details below).*
* Liaise to the Corporate Chef & all Executive Chefs with regards to the product information & its quality, orders, delivery schedules, procedures, etc. Also assisting on food costing.
* Liaise with the Catering Manager for their special orders for a certain event or functions to avoid any delays and suggests any possible options.
* Liaise with Accounts department especially for month end inventory and all departments with good & appropriate rapport.
* Advise department personnel on purchasing rules, policies, and procedures.
* Haggling goods at its best prices from the suppliers.
* Conduct canvassing through local supermarkets and other suppliers to double check the current & new prices and prepares comparative reports.
* Investigate and double check with the executive chefs, outlet manager and storekeeper if the orders are excess or bulk.
* Receives, reviews, control, and processes purchase orders (PO/LPO).
* Post all invoices in general ledger and forward to accounts department.
* Categorize all purchases into different classes and evaluate its outcome.
* Evaluate and calculate monthly purchases per outlet/unit.
* Maintain procurement records such as quotations, price list, product quality or specifications, monthly delivery, and inventories.
* Monitor the vendors' contracts, existing and renewals of maintenance and service contracts.
* Take an action & liaise with suppliers of price discrepancies, wrong item delivered, short deliveries, and late deliveries.
* Prepare monthly and/or daily purchase reports, & monthly consumption reports
* Monitor and control all the stock movements in the store or warehouse through the method named Cardex System.

Safety Inspector, Bureau Veritas Oct.2003-August2004 Dubai

RDU Checker/Clerk, SM Supermarket Supervalue Inc. Oct.2001-Sept.2003

Davao

High School Mathematics Teacher / Tutor June1998-Sept.2001

Davao

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**PROFESSIONAL QUALIFICATIONS**

A. Computer Skills - Proficient in Microsoft word, Outlook, Microsoft Excel

(*Spreadsheets*), E-mail and Internet savvy.

 B. Programs / Software System - PEACH TREE, ACONEX, QUICKBOOKS, ABR - ACCOUNTS, & SAP

 C. Skills: 1. Organize, systematic, and with speed & highly accurate.

 2. High Level of Inventory Control.

 3. Quick Learner of new software applications or any systems / matrices.

 D. Special Awards/Citation

 1. Mathematician of the Year (High School), 1995

 2. Passer of Career Service Professional Exam Nov. 07, 1999

 3. Board Passer of PRC Licensure Examination for Teachers August 1999

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**EDUCATION**

Bachelor’s Degree – Major in Mathematics, HOLY CROSS OF DAVAO COLLEGE, 1999

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