** KIM**

**KIM.335484@2freemail.com**

**AREAS OF EXPERTIES**

* Administrative support to high-ranked professionals (SVPs, CEOs)
* Planning and Management expert
* Business written and oral communication skills, English proficient
* Technical knowledge
* Particular on time management & first-rate professional work ethics

**CAREER OBJECTIVE**

To secure a challenging position in an established organization, utilizing my analytical skills and communication abilities to become a great contribution to the overall growth of the company meeting its business goals and client expectations.

**PROFESSIONAL SUMMARY**

Seven (7) productive years of experience in providing exceptional business and management assistance to senior business leaders and high-ranked professionals.



**WORK EXPERIENCE**

* **APTEC – An Ingram Micro Company**

**Dubai Internet City, UAE**

Multinational company in the field of Information Technology (IT) Distribution

300 + employees covering GGC and MEA regions

**Administration Executive**

**August 3, 2014 - Present**

* Reports to the Administration Manager
* Takes the role of the administration Manager in her absence
* Prepares travel arrangements for Executives – visa applications, hotel accommodation, flight ticket and travel itinerary
* Arrange business travel approvals, expense claim forms for approval of MD and department and business unit heads
* Perform general office duties such as ordering supplies, maintaining record management systems
* Arranging orders of monthly supplies generally (business cards, invoice sheets etc.) and maintaining the documentation and purchase records for the same
* Maintains employee and department directories
* Maintains telecommunication system by conferencing calls from the home office to customers, warehouse units, company subsidiaries and sectors within GCC and MEA regions
* Prepares invoices and shipment booking through our courier partners (TNT, Aramex, DHL etc.)
* Serves as the face of the company welcoming visitors, clients and resellers directing them to the trainings and meetings desirably
* Maintains schedules for the guest rooms, conference rooms and training rooms
* Monitoring the safety and cleanliness of the office premises in coordination with the building maintenance company; office security monitoring logbooks and issuing visitor badges
* Assisting interviewees, directing them to the Recruitment Specialists and Business Unit Managers
* Creates marketing and administrative POs operated by the iScala and PO tool system



* **Gates Design LLC**

**Sheikh Zayed Road, Dubai, UAE**

Interior fit-out company in the field of engineering, furniture and construction

 200 + employees

**Executive Secretary to Managing Director**

**October 14 2013 – Aug 2, 2014**

* Reports to the Managing Director
* Requests and reviews quotations for supply and installation of project materials
* Assist in the pre-construction management of the project providing relevant base documentation for a better project understanding
* Responsible for contacting architects, consultants and contractors within the Dubai market as per the Managing Director directive
* Submits tender and contract documents, including bills of quantities prepared by the architect and/or the Managing Director
* Prepares LPO for the client and to be submitted to the accounts office
* Writes & informs employees with Memos and other company announcements
* Assists Managing Directors clients and prepares for his business trips and travel itineraries
* Oversees and tracks interior shipments for the procurement team
* Manages interview and HR recruitment for the company
* **First Life Financial Co., Inc. Makati City, Philippines**

 **500 + employees**

An insurance partner of Swiss Life Group - largest life insurance company of Switzerland and one of Europe’s leading

comprehensive life and pensions and financial solutions providers

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**Executive Secretary to President and CEO**

**March 14 2012 – September 6 2013**

* Reports to the President and CEO
* Maintains the President/CEO’s calendar ensuring that the president is briefed on his schedule
* Drafts the CEO’s speech in accordance to the affair
* Arranging flight schedules, travel itinerary and hotel accommodations
* Primary responsibilities include: receive, screen and answer correspondence

(Including President/CEO’s e-mails) and other forms of communication addressed to the President; endorse them to the supervisors, departments and appropriate individuals.

* Account for official expenses, credit card billings and other financial requirements; prepares cheque for the office of the President
* Maintains and updates regularly the card scan system – business card profile records for the general contacts of the company
* Event manager for the President’s organization – Wharton Penn Alumni Association of the Philippines
* Responsible for general invitations (VIP guests, guest speakers, and general attendees)
* Creates PowerPoint presentation, announcements, sponsorships and other necessary requirements for the seminar, conference and event
* Prepares photos and article for publication, particularly to be published with the country’s leading news papers and magazine publishers
* **G8 Insurance Agency**

**Makati City, Philippines**

Non-life and life insurance provider committed to meet the ever-changing needs of families.



**Unit Secretary**

**December 8 2009 - April 21 2011**

* Performed all office procedures and general clerical duties.
* Prepared responses to correspondence containing routine inquiries.
* Maintain records of the staff and company president, office space, meetings and travel arrangements.
* Sort and file letters, memos and reports, using presentation software such as Microsoft Office, Microsoft Excel and Spreadsheet. Open, sort and distribute incoming correspondence including fax and email.
* Interacted with the clients and assisted in special organizational events and project-based work.

**EDUCATIONAL BACKGROUND**

**2011 to 2012**

**Faculty of Civil Law**

University of Santo Tomas

Manila Philippines

**2007 to 2011**

**Bachelor of Arts Major in Political Science**

Adamson University

Manila Philippines