**MARLENE**

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| Objective | With more than two decades of solid experience handling different positions in Administration and HR in various companies both local and abroad and equipped with the ability to cope up with stressful working environment, flexibility to adjust as work demands plus positive attitude and serious commitment to perform any assigned tasks encourage my desire to join an organization that could utilize my skills and talents and provide an equal opportunity to expand my knowledge in the process. |
| Qualifications | * Possess strong ability to work under pressure * Adept in multi-tasking with minimal supervision * Proficient in Microsoft Office applications * Excellent in verbal and written communication * Trustworthy and experienced in handling confidential matters * With positive attitude, serious commitment and dedication at work |
| Work Experience | January 2, 2013 – present  **Advance Engineering Corporation**  Singalong, Malate, Manila   * A medium size construction company specializing in Mechanical, Electrical, Plumbing/Sanitary and Fire Protection (MEPF) and civil works.   **Executive Secretary of the Offices of the President & CEO (OP) and Vice President**  **& COO (OVP)**   * Reports directly to the President/CEO as well as the Vice President/COO and performs a combination of routine and various administrative functions to implement their instructions. * Monitors, reviews and determines appropriate actions to all incoming letters, reports, calls, visitors and messages of the OP/OVP and decide order of priority based on importance and urgency. * Reviews and checks all project documents, such as contracts, bonds, letter of awards etc. and brief the OP/OVP on any irregularities on the terms and conditions stipulated therein. * Process company accreditation to clients and other third party in connection with project bidding, awarding and implementation. * Obtains project contracts requirements to ensure compliance on the terms and conditions in coordination with Project Managers and Service Department Heads. * Regularly coordinates with in-house Legal Counsel for any updates in ongoing cases and other legal issues that may require legal inputs or action and prepares appropriate documentation. * Monitors submission of monthly/weekly reports of Project Managers and Service Department Heads and other random reports or information required by the OP & OVP. * Assists in planning of events, seminar, training and development programs, and other activities. * Prepares memos, letters, affidavits, contracts, minutes of meeting, etc. as required * Monitors expiry dates and ensure renewal of company registrations, accreditations, permits, certifications, contracts, bonds, etc. . * Ensures compliance of all employees on the existing company Standard Operating Procedures (S.O.P.s), Code of Discipline and the like. * Keeps a calendar of meetings, events, submission and other commitments of OP and OVP. * Maintains and manage general filing system for OP and OVP active files and overall in-charge in an organized safekeeping and storage of all company records and files.   May 22, 2009 – 25 April 2012  **Gulf Legal Consultants** (GLC)  **Jumah Nasser Al-Kaabi Law Firm**  Doha, Qatar   * Qatar based law firm established to provide legal service to individuals and business sectors in the state of Qatar for both foreign and local clients.   **Legal Assistant** (February 2010 – 25 April 2012)   * Reports directly to the Managing Partner and provides administrative and legal support as required * Provides an overview of cases to the Managing Partner to determine appropriate lawyer to handle the case * Assists other lawyers in-charge of handling clients’ cases and ensure that action points for each cases are accomplished on time * Prepares case summary and analysis based on the information gathered from the client and advice by the lawyer in-charge * Ensure that the lawyer in-charge reviewed translated documents prior submission to the court to make certain that the translation is accurate and denotes the same meaning as the original document * Coordinate with clients on additional information, documents, and other pertinent details required for their cases or matter on hand * Search for existing applicable laws and regulations related to clients’ cases as required * Monitor case developments and ensure that legal procedures and requirements are executed and accomplished on time * Regularly updates clients on case progress and advise next step or legal action required * Prepare contracts, legal notices, warning letters and legal advices as required * Coordinate with other local and international law firms as required * Handles client inquiries on general legal procedures on filing court cases, labor laws, immigration procedures, establishment of new companies in Qatar, etc. and endorse to appropriate lawyer complicated matters that necessitate in-depth explanation * Maintain records of highly confidential files   **Administrative Officer** (May 22, 2009 – January 2010)   * Prepares engagement letter for clients and coordinate with Financial Department on the agreed legal fees and terms of payment for each cases * Regularly advise Financial Department on miscellaneous payments made for each cases to ensure clients are billed accordingly. * Ensure that each cases has been properly endorsed to the assigned lawyer * Coordinate with assigned court representatives to ensure that legal procedures and documents required for each cases are accomplished on time. * Responsible for searching and handling business transactions with supplies and service providers * Handles issuance of airline tickets for scheduled vacation of personnel to their home country as well as tickets and visas including hotel accommodation for business trips * Communicate with the concern embassies for visa application of personnel for business trips * Task to hunt for qualified candidates for new positions and conduct initial interviews as well as administer written examination, and prepare summary of qualifications * Conduct orientation for new employees on company policies and general applicable laws in the State of Qatar * Prepares contracts, letters, certificates, memo, etc. as required * Maintain updated file of Personnel records * Close supervision to Administrative Assistant on: * Maintaining an organized and updated records of case files * Updated record of existing clients and ensure that all clients has been given proper client reference number * Efficient handling of client inquiries to ensure transmitted information is accurate and sensitive details remain undisclosed * Prompt translation of documents from foreign language to Arabic and vice-versa * Ensure proper and timely dissemination of information, documents, etc. with emphasis on hearing schedules and documents required * Schedule of meetings between clients and lawyers to ensure that both parties had been reminded of the time, venue, and agenda * Ensure sufficient stock of office supplies and all office equipments are in good condition   October 2008 - May 2009  **Al Jawhara Curtains & Furniture**  Doha, Qatar   * A company organized to provide design, supply and installation of imported curtains, furniture, folding doors and blinds to various local clients.   **Administrative & HR Officer**   * Directly reports to the General Manager and give assistance as required * Prepares letters, quotations, memo, reports, employment contracts (client and labor) * Coordinate with the Sales Department on sales inquiries, sales output, product delivery, account status and bidding activities * Communicate with foreign suppliers for the purchase, re-order, delivery and shipment of various imported products including terms and mode of payment * Coordinate with shipping agent for the prompt release of goods from customs and safe delivery at the warehouse * Regularly updates Accounting Department on changes in employment contract provisions as well as contract with clients * Monitor expiry of employment contracts, passports, visas, and other documents of personnel to ensure timely renewal of the same * Ensure company policies are strictly followed and issue warning memos to erring personnel * Correspond with the concern embassies for the employment status of their nationals * Maintain updated file of personnel records   March, 2006 – 16 September 2008  **Lee Trading & Contracting, L.L.C**  Doha, Qatar   * A construction and contracting company established to provide interior decoration design and involved in the supply, delivery and installation of all types of interior furnishings, furniture, equipment, all types of finishes, design and project management (engineering, carpentry and steel workshops).   **HR & Administrative Officer**   * Execute HR related functions such as: * Posting job advertisements, conduct interviews, short listing of applicants, endorsing qualified applicants to the General Manager for final interview and selection * Coordinates and transact with manpower agencies on manpower requirements for laborers and other staff requirements. * Introduction and orientation of newly hired employees about the company rules and regulations and applicable Qatari laws * Regularly updates Accounting Department on the list of new employees with their corresponding salaries and other employment contract provisions * Supervise and instruct company PRO (mandoub) for the processing of proper documents for employees (e.g. working visa, renewal of passports, renewal of visa and other government related documents ). * Coordinates with the company Qatari Sponsor on documents for signature and other matters related to the company business * Prepares employment contracts, offer letters, employment confirmation, certificates for all employees including managers and officers. * Monitoring of visa and contract expiry, ticket and leave entitlement, and other provisions of employment contract * Handles preparation and issuance of employees’ company ID * Coordinates with Accounting Department on processing of loans, salaries and final settlements and other monetary dues for workers. * Schedule vacation of employees and provide ticket and exit permit and ensure payment of gratuity and final payment of salaries and other monetary receivables. * Prepares and issue memo and warning letter to erring workers * Communicate with concern embassies for the employment status of their nationals * Managing and maintaining personnel records * Provides administrative support to the day to day functions of the General Manager and other Project managers and project coordinators. * Supervise Admin staff in handling all documentations and other secretarial functions in operations including client inquiries and preparation of quotations, project contracts, letters, memos, etc. as required. * Coordinates with clients on various issues and other miscellaneous requirements for the construction projects handled by the company. * In-charge of importation of construction materials for various projects with the following tasks: * Coordinates with foreign suppliers on the price and delivery of goods and the required shipping documents * Coordinates with Accounting department on the payment, terms and conditions and other related issues * Supervise office staff in coordination with custom agent on the release of goods from customs and with project managers and project coordinators on the safe delivery of goods at the project site. * Responsible in monitoring the expiry dates of necessary government permits and other legal documents for the business operation of the company and supervise prompt renewal processing to avoid penalties * Monitor and ensure timely payment of company rented accommodations and other company assets with monthly dues. * Handles processing of all types of insurances and monitor expiry dates. * Monitoring of record of all company office equipments and keep track of their transfer of locations/users at project sites and ensure that all are in good working condition. * Keep confidential files and other important documents of the company. * Ensures that memos, instructions, procedures issued by the management is being followed. * Performs other tasks instructed by the General Manager |
|  | October, 2000 – February 2006  **BCC Group of Companies**  Security Services Division  ***El Tigre Security & Investigation Agency***  ***Member Great Cats Family***  Shaw Boulevard, Mandaluyong City   * An organization that provides security services and equipments.     **Secretary III - Security Operations Division**   * Provides administrative support to the day to day functions of the Director for Operations including Operation Managers. * Prepares minutes of weekly operations meeting and disseminate to all attendees to carry out action points * Handles all documentations and other secretarial functions in operations including client inquiries and preparation of quotations, contracts, letters, memos, etc. as required. * Coordinates closely with other executive offices and other departments for administrative requirements of Operation Managers and clients of different security agencies. * Sets coordination meetings with officers of other departments and prepares reports and other documents needed. * Ensures that memos, instructions, procedures issued by the management is being followed. * Responsible for close coordination with Contracts Division on the terms and conditions of clients contract and monitoring of expiry dates * Maintain an updated confidential file of clients’ records * Tasked to send warning letters for employment status of all security personnel as requested by the concerned agency including efficient monitoring of such letters to ensure that company policies on attendance are being followed. |
|  | June, 1995 – July 2000  **Supreme Systems & Products, Inc.**  Lee Street, Mandaluyong City   * A company engaged in the supply and delivery of imported construction materials.   **Executive Secretary to the Vice-President**   * Reports directly to the Vice-President and provides administrative assistance which includes preparation of letters, contracts, memos, etc. * Maintain an organized schedule of events and appointments for VP * Coordinates with foreign suppliers for the purchase, delivery and shipment of special construction materials including terms and mode of payment as well as efficient transmission of pertinent documents. * Prepares weekly and monthly sales reports in coordination with sales personnel and regularly updates the VP on account developments and other sales activities. * Monitoring of adequate supply of company profile, product brochures, technical data and specifications, product samples and replenish the same if required * Handles sales related tasks such as preparation of proposals, logistics for sales presentation, sales reports, follow-up of receivables /collectibles from clients, etc. * Ensures prompt, accurate and safe delivery of goods from warehouse to the project site. * Tasks to handle HR functions like, search, interview and short-listing of applicants, recruitment and orientation of new employees including timekeeping, * Dissemination and strict implementation of all company policies and procedures * Occasionally performs accounting functions like bookkeeping and financial transactions such as handling of petty cash, issuance of DR, PR and OR and acceptance of payments from clients, bank transactions e.g. deposit, encashment and withdrawal. * Kept records and files in order and with confidentiality. |
|  | August, 1993–January, 1995  **Imarflex Battery Manufacturing Corp.**  Mercedes Avenue, Pasig City   * Manufacturer of automotive batteries   **General Clerk / Receptionist**   * Renders administrative and clerical assistance to the Executive Secretary and Department Supervisors. * Responsible for the efficient handling and answering of telephone calls and dissemination of messages to concern personnel * Assists HR on administering examination of applicants, monitoring of employees’ attendance per department and ensure that appropriate disciplinary action is given to the erring employees. * Checks and follow-up reports of supervisors prior to the scheduled meeting * Ensure efficient and prompt disseminations of memos, letters, information, and instructions from the management. * Performed other duties that may be assigned by the superior |
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| Education | 1989 – 1993 University of Santo Tomas España,Manila  Bachelor of Science in Tourism |
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| Interest | Reading, travelling, swimming |