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| **MA. ANGELITA**  [**ANGELITA.337043@2freemail.com**](mailto:ANGELITA.337043@2freemail.com) |  | |
| **SUMMARY PROFILE**   * 13 years of Office Administrations and 7 years of Operations and Logistics. * Excellent written and verbal communication skills, with an eye for detail. * Highly articulate, able to motivate and communicate to achieve exceptional business performance. * Developed ability to work in a fast-paced atmosphere. * Maintained excellent customer relations and developed customer rapport. * Ability to follow instructions well and make decisions with no supervision. * Excellent interpersonal skills, ability to work well with others in customers, colleagues and support staff. * Well-rounded background in office management, operations and logistics. * Energetic, patient and diplomatic. * Adept with management, vendors, and internal departments to coordinate overall business efforts. * Ability to multi task. * Knowledge in MS Office application and familiar with other graphic software (formatting and editing presentation) | | **Personal data:**  Marital Status: Married  Nationality: Filipino  Date of Birth: 20 Sept. 1975  Visa Status: Employment Visa  Driving License: Valid U.A.E. driving license  **Language Known:**  English & Tagalog |
| **DETAILED PROFESSIONAL EXPERIENCE**  **SOGREAH GULF, FZCO October 6, 2008 - Present**  **Prequalification and Proposal Assistant /**  **Executive Assistant**  **Administrative Duties:**   * Screening telephone calls, enquiries and request, and handling them when appropriate. * Welcoming and looking after visitors. Arrange amenities as needed. * Dealing with incoming emails, faxes and post. * Producing documents, briefing papers, reports and presentations. * Closely monitors the shipments of goods/courier if it is in accordance with the quality and quantity and conditions. * Organizing and storing paper works, documents and maintain filling through Library. * Check expiry of passports, residence permits and pertinent documents. * Reliever to company PRO – Jafza visa application (Employment, stamping and other pertinent permits that the company and staff needs) * Organizes and implements company functions in close coordination with other operating units, i.e. Hotel Bookings, Flight Bookings, Car Rentals, Conventions, Meetings and Seminars. * Coordinates office equipment maintenance (all machines in the office) and purchases (panty and office supplies). * Monthly update supplier payments for accounts. * Prepare and reviews supplier’s invoices, i.e. Travel invoices and office supplies invoices and others. * Handles petty cash (for daily expenses of the company) and submit to Accounts Department. * Provide general secretarial and administrative support to all the Project Managers and Engineers. | | **Educational Background:**  **Bachelor of Science in Business Administration (BSBA) Major in: Computer Management**  Colegio de San Juan de Letran, Intramuros Manila  Graduated March 1996  **Seminars:**   * Windows: The power of business in the year 2000 * Data warehousing & enterprises information * Computer hardware trends * The role of information technology in research & education * Business opportunity in information technology * Career pathing in information technology * Personality development * Basic skills in English communication |
| **Pre-qualification and Proposals Duties:**   * Supports in preparing pre-qualification documents. (Make sure that all documents are presented well and complete). Sample documents as follows: * Formatting CV’s into client form. * Legal Documents like: Licenses, Certificates, Insurances and others. * Financial statements – depends on client requirement. * Project references, monographs, company profile and other relevant documents. * Client forms are required to fill in and other instructions to follow in order for the company to pre-qualify. * Gathers information, identifies and collects information for better understanding of issues and needs. * Formatting reports of various projects and proposals that are needed for submission. * Organizing databases of all Staff CV’s, formatting all into a standard format. * Organizing databases of all Staff Short CV’s, formatting all into a standard format. * Organizing all completed monographs and list of project references and presentations and should be updated. * Monitor new awarded projects and include in the record. All important information should be filtered and make the necessary documents in order to include in the record. * Updates Incoming and Outgoing Projects. * Leave summary (Site Staff) – accurate number of leave balance of each site staff. (Leave balance monthly reports are produced, well organize and on time). | | |
| **HAVI FOOD SERVICES PHILIPPINES INC. June 2003 – September 29, 2008**   1. **Executive Assistant (Reports to President/General Manager)**  * Provides secretarial assistance to the President i.e. Manage GM’s activity calendar, sets appointments and screens incoming calls/places calls. * Act as first point of contact for both internal and external parties who wish to contact or meet the President/General Manager and screen the requests to ensure those with genuine and important reasons are given priority. * Assists the President in consolidating reports necessary for submission to management. * Safe keeps and maintains confidential employees 201 – File and other communications. * Organizes and implements company functions in close coordination with other operating units, i.e. Hotel Bookings, Flight Bookings, Conventions, Meetings and Seminars. * Acts as Office Administrator, i.e. * Coordinates office equipment maintenance and purchases. * Coordinates office maintenance and housekeeping. * Supervises janitorial services. * Safe keeps and maintains and distributes office supplies to requisitioning departments. * Performs other tasks that may be assigned by superior.  1. **Operations Coordinator – Administrative (Reports to Director for Operations)**  * Prepares official correspondence from the Office of the Operations and reproduces the same and sends out to internal, customers and or external parties. * Assist the Director for Operations in consolidating reports necessary for Distributions Effectiveness Measures. * Prepares and maintains supplier’s accreditation related reports for the operations divisions. * Performs canvassing and sourcing of spare parts, equipment / materials needed be operations. Prepares purchase orders, places orders and whenever necessary receives items ordered. * Handles petty cash for the operations division. * Safe keeps and Issues Company owned cell phones. * Handles processing of billing payment for cell phone, fuel consumptions, utilities and maintenance spare parts & equipment. * Assist the Director for operations in the implementation of action plans and policies to attain operational objective. * Provides administrative support to other Operations functions in the absence of their coordinators. * Performs other tasks that may assigned by superiors.  1. **Logistics Coordinator (Reports to Logistics Manager)**  * Implement and monitors Logistics related activities. * Generate, review and issue documents for route planning, dispatch and delivery and outgoing transactions. * Ensures policies, work instructions and forms are properly implemented by Logistics. * Ensures food safety programs and implemented throughout the loading and delivery activities. * Ensures that all non-conforming products are identified and segregate and return properly to Distribution Center. * Coordinates with Finance and Administration for accomplishment of task. * Coordinates with Operation division for cross functional activities. * Handles and monitors usage of 3rd party trucker for delivery activities, check billings and prepare check voucher for payment of contracted delivery services. * Handles and coordinates delivery deviation. * Assist delivery crew on fulfillment of order as needed, coordinates with other department for development of action on delivery deviation. * Prepare, review and issue periodic reports as per requirements and cut-off. * Responsible for issuance controlling and monitoring delivery access. * Assist on capacity and manpower planning.   **STERLING TOBACCO CORPORATION March 1999 – June 2003**  **Mfg. Administrative Assistant**   * Responsible for the preparation of various departmental reports and payment obligations. * Involvement in the preparation of the manufacturing division’s annual, mid-year and quarterly budgets. * Coordinates with the group supervisors on the availability of information for the creation of reports. * Involve in the monthly and weekly preparation of the various manufacturing reports such as Leaf tobacco reconciliation, Tobacco receipts and issuance, Leaf usages per blend, Essential materials preparation, Summary of flavors received, Man-hours utilization preparation, Summary of performance and accomplishments, etc. * Creation of reports that are used for executive analysis such as Tobacco yield and usages reports, Machine utilization and efficiency and Stem preparation. * Involve in the production planning to assure that man, machines and materials are adequate to meet sales demand. * Performs audits on the tobacco raw material inventory through constant monitoring of stock cards. * Coordinates with other departments on the transfer and issuance of tobacco raw materials. * Coordinates with accounting division to achieve the proper costing for all the materials that were used during production. * Handles the timekeeping function for the manufacturing division with regards attendance and overtime rendered of every individual in the production department. * Handles the creation of various miscellaneous functions such as Job orders for repair of machines and other relevant information.   **METROPOLITAN HOTEL, DUBAI**  **July 1997 To December 1998**  **Secretary For Director of Food & Beverage/Banquet Manager**   * Handles all the inquiries i.e. wedding party, cocktail party, conference and meetings and other special occasions. * Prepares all quotations of the event for proper costing. * Designing the promotion of every outlets/restaurants of the hotel. * Coordinates with all the staff involves in the day-to-day functions. * Responsible on the complimentary benefits of the customers.   **AYALA LIFE INSURANCE COMPANY** **July 1996 To June 1997**  **Secretary**   * Prepares new insurance policies of every approved document. * Assist Operation Manager and staff for their needs for daily and monthly reports. * Handles all incoming clients and assist them to the right representative. * Handles branch petty cash. * Logs all the incoming and outgoing company documents | | |
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