# C:\Users\albert.ARABGULF\Desktop\10589537_10204200252388660_1584213392_n.jpgAlbert

# Albert.337281@2freemail.com

**Visa Status: Residence Visa**

**Bachelor of Science in Computer Science**

**Holy Angel University, Angeles City, Pampanga, Philippines**

# **Personal Strength**

This very friendly professional individual who shows and demonstrates the following strengths, conscientious, self motivated, enthusiastic, willing to listen and understand, always willing to assist, stay calm under pressure, able to think quickly and solve problems, patient and tactful, able to Multi-task and well organized. Computer Literate, with knowledge in computer software application such as; MS WORD, EXCELL and Power Point.

# **Professional Experience**

## Arab Gulf Pearl Trading Est., Abu Dhabi, UAE.

## Personal Assistant to the General Manager: August 2010 – January 3, 2017

Main duties

* Act as the manager's first point of contact with people from both inside and outside the organization.
* Devising and maintaining office systems, including data management and filing;
* Arranging travel, visas and accommodation and, occasionally, travelling with the manager to take notes or dictation at meetings or to provide general assistance during presentations;
* Screening phone calls, enquiries and requests, and handling them when appropriate;
* Meeting and greeting visitors at all levels of seniority;
* Organizing and maintaining diaries and making appointments;
* Dealing with incoming email, faxes and post, often corresponding on behalf of the manager if needed;
* Carrying out background research and presenting findings;
* Producing documents, briefing papers, reports and presentations;
* Organizing and attending meetings and ensuring the manager is well prepared for meetings;
* Liaising with clients, suppliers and other staff.
* Sourcing and sorting of CVs and applications filed with the company.
* Coordinating with the PRO for paperwork relating to Employment & Residency visa sponsorships for employees.
* Coordinating and scheduling of applicants for interviews and tests.
* Maintains supplies by checking stock to determine inventory levels; anticipating requirements; placing and expediting orders; verifying receipt; stocking items; delivering supplies to work stations.
* Maintaining confidentiality at all times of all the information handled.

## Pepsi-Cola Products Philippines Inc.

Marketing Equipment Analyst: April 2008 to May 2010

Main duties

* Responsible for managing the day-to-day operations of the office and for providing administrative support to the Executive Director;
* Serves as the primary source of general information about membership, local contacts, and the general work of the company;
* Responsible for reception of visitors, receipt and distribution of mail, maintaining adequate inventory of office supplies, processing purchasing documents for purchases. Responsible for organizing and executing routine mailings of information to the board, committees and chairs and the general membership;
* Make certain that adequate office and meeting supplies and postage are available for use by employees;
* Ensure that general work areas are maintained to present a professional appearance.
* Generate the MELS Program of the company.
* Responsible for the general control of the Marketing Equipment (Powered Cooler, Post mix Dispenser & Jets pray).
* Implementing a standard and appropriate tracking of movement, inventory, productivity, accountability and state of repair of Marketing Equipment.
* Monitor all Allocations, Installations, Movement, Repaired and Disposal of Marketing Equipment.
* Ensure cooler movements are properly documented in accordance with the policy.
* Provide Marketing Equipment Master List for Technician in all accounts.

## Pepsi-Cola Products Philippines Inc.

**Marketing Assistant: June 2006 to April 2008**

Main duties

* Carry out numerous functions related to documentation, sending and receiving, safekeeping and maintenance of branches document , document imaging and document reproduction and distribution;
* Ensures proper safekeeping of document and good quality of work output.
* Electronic transmission of document, in accordance to branch distribution system.
* Document classification, sorting, filing, archiving and retrieval of document in accordance to branch document indexing and filing system.
* Consolidates & prepares timely & accurate trade marketing reports such as Product Initiatives, plastic ice cooler and powered cooler placement & merchandising materials inventory reports.
* Monitor & schedule deployments of returnable trade marketing assets used for special events.
* Allocates merchandising materials and processes request letters & documents for powered coolers & plastic ice coolers.
* Accept and receive quotations from different suppliers.
* Assist the marketing manager with special events like concerts, product launching and marketing trade check.
* Coordinates and supervise with marketing technicians designated in different locations.
* Responsible for the monthly report and monitoring of new product launchings.

## Pepsi-Cola Products Philippines Inc.

**On the Job Training: Assistant Territory Coordinator**

**December 2005 to May 2006**