 

[Rosalyn.338219@2freemail.com](mailto:Rosalyn.338219@2freemail.com)

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# PERSONAL **DETAILS**

Name : Rosalyn

Nationality : Filipino

Religion : Islam

Marital Status : Married

Spoken Languages : English / Tagalog

Visa Status : Residence Visa (Valid till 26-04-2018)

# CAREER OBJECTIVE

To work hard with full dedication for the achievement of organization objective under satisfying job contact, hence enhancing my skill and knowledge and ready to learn new things.

# computer SKILLS

Technicallyproficient in Microsoft Office (2007-2013)Outlook, Word, Excel, Access and PowerPoint.

# EDUCATION HISTORY

2000 – 2004 Sulu State College, Jolo Sulu Philippines

Bachelor of Science in Business Administration

**Major in Management**

1996 – 2000 Jolo National High School, Jolo Sulu Philippines

1990 – 1996 Bandang Elementary School, Jolo Sulu Philippines

# Qualification

* More than 9 years’ experience in secretarial industry and 2 years’ experience in sales.
* Can work under pressure as part of a team.
* Hard worker, quick learner and ability to assume responsibility.
* Responsible, efficient and self-motivated; able to learn on own initiative.
* Collaborate easily with co-workers and work well independently.
* Good Written and Oral Communication Skills.

# WORK EXPERIENCE

Mar. 2016 – upto present **Power Spray Electro Mechanical LLC. Abu Dhabi - U.A.E.**

**(Al Sharafi Group)**

**Executive Secretary**

**Duties and Responsibilities:**

* Reporting to the General Manager.
* Assisting the HR Manager/Admin Manager to prepare memo, salary certificate, salary transfer for employees and any general correspondence.
* Ensuring the appointments and meetings are coordinated.
* Ensuring the other instructions from Management is complied with.
* Preparing sub-contract agreement.
* Preparing MEP Services Offer as per Instruction by Estimation Department.
* Preparing correspondence letters and Memos.
* Preparing Comparison Sheet and Letter of Intent.
* Preparing and processing Purchase Order/Local Purchase Order and Filing.
* Preparing Procurement Log Report.
* Preparing Shop/Design Drawings Log.
* Responsible for incoming and outgoing mail distribution.
* Attending incoming and outgoing calls.

**General Documentation**

* **In Charge in all project documentation works.**
* Mail Circulation and Distribution
* Filing
* Preparing index
* **Preparing Logs**
* Procurement Log
* Drawing Submittal Log
* Letter of Intent Log
* Purchase Order Log

Oct. 2008 – Feb. 2016 **Mapco LLC. Abu Dhabi - U.A.E.(Al Mazroui Group)**

**Secretary / Document Controller**

**Duties and Responsibilities:**

* Reporting to Director and General Manager.
* Taking/Preparing the Minutes of Meeting (management review meeting & projects progress meeting).
* Preparing MEP Services Offer as per Instruction by Estimation Department.
* Ensuring other instructions from Management is compliedwith.
* Ensuring appointments and meetings are coordinated.
* Reading and understanding contents and ensuring faster response.
* Ensuring confidential matter is retained in the best ethical way.
* Preparing correspondence letters between Main Contractor/Supplier.
* Preparing Comparison Sheet and Letter of Intent.
* Preparing Internal Memo/Inter Office Memo.
* Preparing/processing Purchase Order/Local Purchase Order and Filing.
* Preparing weekly/monthly LPO and Purchase Order Log report.
* Preparing Request for Information (RFI) to Consultant given by the engineers.
* Preparing Method Statement based on information given by Design engineer and Quality Engineers for presentation.
* Preparing Material Submittal given by the Engineers.
* Preparing response to Consultant comments given by the Engineers.
* Preparing Tender inquiry and follow-up enquiries with the supplier.
* Responsible for proper documents keeping and updating documents log.
* Responsible for incoming and outgoing mail distribution.
* Attending incoming and outgoing calls (Switchboard).

**General Documentation**

* **In Charge in all project documentation works.**
* Circulation and Distribution
* Filing
* Preparing index
* **Preparing Logs**
* Material submittal
* Drawing Submittal
* Method Statement

Nov. 2006 – Oct. 2008 **Code Fashion Marina Mall Abu Dhabi - U.A.E.**

**Cashier / Sales Assistant**

**Duties and Responsibilities:**

* Preparing sales report.
* Encoding price list and new product.
* Reporting directly to the Sales Manager.
* Assist customer’s needs and complaints.
* Attending incoming and outgoing calls.
* Organizing the various files of the office and assure that all files are kept properly.

July 2004 – May 2006 **Fiber Industry Development Authority, Jolo-Sulu Philippines**

**Admin Assistant**

**Duties and Responsibilities:**

* Responsible in data encoding for all office correspondence.
* Attending incoming and outgoing calls.
* Attending Client inquiries and clarification.
* Handling all the office stationary requirements.

**References to be provided upon request**