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| *Jonah* *Jonah.338513@2freemail.com***Dubai, United Arab Emirates, Al Nuaimiah, Ajman UAE****Civil Status: Single** |  | 12575903_1299625883397010_1206978381_n (2) |

***Profile***

A highly-motivated and customer service-oriented person with 16 years of experience in Office support, Office Management, Administration and Customer Service. Have excellent in communication and public relations skills, fluent in English written and spoken, have the ability to adapt and mix well with various nationalities and cultures. Always ready to accept responsibilities, eager and quick to learn, able to work under pressure, very precise and punctual on time, easy to work with.

Serves as the administrative and functional point person for the Chairman’s corporate, community, and personal matters to ensure smooth functioning of activities and processes in multiple lines of business. Requires full time availability with flexible hours. Requires a desire to learn and expand responsibilities. To perform this job successfully, an individual must be able to perform each of the essential duties satisfactorily. Manage multiple tasks as assigned by the Chairman related to diverse lines of business. Coordinates calendar, travel, meeting, and schedule arrangements for the Chairman. Includes initiating contact and securing appointments and facilities as appropriate. Works closely with other team members to assure the Chairman’s preparation for meetings, presentations or other engagements. Administrative and functional activities.

***Skills***

* Conversant with Microsoft Office, Layouts and Internet.
* Printing, Copying, Scanning, CD Burning, Basic layout, photo editing.
* Auditing and Budgeting. Excellent customer service skills.
* Outstanding communication, social and public relations skills.
* Fluent in English - written and spoken.
* Exceptional time keeping, attendance, punctuality.
* Administration duties (Making calls inbound/outbound)
* Daily attendance log -in /out data making.

***Talents:***

* Trustworthy with Impeccable Moral Standards
* Discrete, reserved & able to handle business, information with the highest level of confidence
* Conceptualization & Business Acumen
* Professionalism in Appearance & Attitude, Highly organized
* Able to adapt quickly, handle multiple tasks, and prioritize
* Self-Directed with Sound Judgment, Confident
* Exceptional interpersonal skills with internal and external staff, Demanding work environment

***Educational Attainment***

* **2000** **Polytechnic University of the Philippines, Manila, Philippines**

B.S. Business Administration

* **2002** **AMA Computer Learning Center, Manila, Philippines**

Basic Programming (System & Design)

* **2013** **Sumulong College of Arts and Science Antipolo City, Philippines** Diploma on HRM

***Work Experience***

* ***January 2015– January 2017***

***Al Marzooqi & El Garawany Advocates and Legal Consultant***

***Ajman, United Arab Emirates***

***Office Support Staff***

 Carried out a variety of general office duties and worked with flexibility and excellent organizational skills. I organized office workload in a prioritized and professional manner and deal with internal professional relations. Sending email and attachments, print scan copy, file and organize documents.

Makes incoming and outgoing calls, writing down memos and daily time in and time out of office employees. Maintaining personal and business files; corporate, record keeping for multiple entities; supporting marketing and strategic planning activities note taking & creating documentation filing, storage & retrieval of business and personal activities.

* ***August 2013 – December 2015***

***SECURE CLEANING SERVICES***

***Dubai, United Arab Emirates***

***Secretary / Office Manager***

 As a Secretary I carry out a variety of general office duties in executive level and worked with flexibility and excellent organizational skills. I organized office workload in a prioritized and professional manner and deal with internal and external professional relations. I perform the general duties and responsibilities of an Office Manager. Taking phone calls; maintaining personal and business files; corporate record keeping for multiple entities; supporting marketing and strategic planning activities note taking & creating documentation filing, storage & retrieval of business and personal activities. Coordinates operations of Chairman’s office including document preparation & control internal communications general office maintenance to improve costs and effectiveness. Carries out responsibilities with professionalism, respect for others, in accordance with the organization’s policies and applicable laws.

* ***January 2011 – July 2013***

***JWJ De Grill, Antipolo, Philippines***

***Part-Owner / Operating Manager***

 Established and owned a small restaurant business that catered mostly business lunches, as well as a la carte dinners, to employees around the area. Managed the operational aspects, as well as the administration aspects, of the business. Responsible in strategic planning and day-to-day management activities. Received, evaluated, investigated and responded to all customer comments and complaints with the view of improving and correcting the dissatisfaction of the clients and worked hard to maximize customer satisfaction.

* ***June 2012 – June 2013***

***COOLWORLD AIRCONDITIONING & CONTRACTING CO., Manila, Philippines***

***Account Executive***

 Worked in the Sales and Marketing Department of the company, participated in company projects, was involved in business development and managed clients’ accounts.

* ***May 2006 – May 2010***

***SYSTEMATIC AIRE CORP., Manila, Philippines***

***Administration Officer***

 Carried out a variety of general office duties and worked with flexibility and excellent organizational skills. I organized office workload in a prioritized and professional manner and deal with internal and external professional relations.

* ***January 2000 – January 2004***

***KFC Philippines***

 Service Crew: January 200 – October 2001

 Service Team Leader: October 2001 – March 2003

 Trainee Store Manager: March 2003 – January 2004