

***HEIDI***

***HEIDI.338655@2freemail.com***

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**Position Applied: Admin Assistant**

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| **Objective:** To be able to be part of a company where I could continually enhance my ability and contribute my knowledge that could help on reaching my employer’s goal. |
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**Education**

***BACHELOR OF SCIENCE IN OFFICE SYSTEMS MANAGEMENT*, March 2001 – 2005**

Negros Oriental State University, Dumaguete City

***CAREGIVER*, June 2011 – March 2012**

Olivarez College, Parañaque City, Metro Manila

NC II Caregiver (TESDA)

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**Working Experiences**

**OPERATION’S ASSISTANT**

Asian Development Bank (ADB)

6 ADB Avenue, Ortigas

October 17, 2016 – Present

Responsibilities:

\*Manage Supervisors (International Staff) calendar for internal and external meeting requests

\*Coordinate with other assistants for meeting schedules

\*Facility Bookings such as Room and Food Reservation for meetings

\*Arrange Video conference

\*Prepare and arrange official travel of Supervisors

 -Submit Mission Clearance Request to country of destination

 -Prepare Mission Authorization Request and Travel Request Authorization

 -Flight Bookings

 -Hotel Accommodation Bookings

 -Secure UN Security Clearance

 -Request for Travel Money

 -Request for Travel Medical Kit

 -Request for Bank Car

\*Collect and process documents for liquidation (post official travel)

\*Receive, sort and distribute appropriately all incoming official mails, memos and other document

\*Dispatch, mail and log outgoing official mails, memos and other document

\*Record Management/Filing of Office General Files

**ADMIN ASSISTANT/SECRETARY**

Manila Marina Baytown HOA, Inc.

Tambo, Parañaque City

May 2007 – June 2015

Responsibilities:

\*Act as OIC in the absence of OIC

\*Assist Clients/Members

\*Answer Telephone Calls

\*Prepare Cash Disbursements (Check Voucher Preparation)

\*Organize/File Individual Record of Members

\*Monitor Schedules of Time Deposit

\*Handle Function Hall Reservations

\*Ensure funds are sufficient for operation expenses

\*Monitor and record expenses

\*Prepare payroll

\*Prepare documents needed for audit

\*Post monthly remittances such as BIR, SSS, Philhealth and HDMF

\*Prepare weekly financial report and submit to the Corporate Treasurer

\*Prepare and send Statement of Accounts for Annual Association Dues to Members

\*Follow-up and/or send reminder letters Annual Assn. Dues

\*Receive, sort and distribute appropriately all incoming mails

\*Simple Bookkeeping

\*Schedule monthly Board meeting and coordinate with the Board of Director’s meeting availability

\*Prepare materials/documents needed for board meeting

\*Prepare the room and food for the meeting

\*Attend and assist the Board Members during monthly meeting and/or annual or organization meeting

\*Take down minutes of the meeting when necessary

\*Coordinate with various Association’s committee such as,

 -Construction Committee – for construction matters

 -Security Committee – for security matters

 -Sports Committee – for association’s activities

\*General office/administrative works

**Document Analyst**

ES Unica Corporation

Sucat, Parañaque City

February 2006 – May 2007

Responsibilities:

\*Encode files and organize related documents.

\*Coordinate with personnel and verify information.

\*Report to immediate supervisor for effective business processing.

**Caregiver**

Pasir Ris Singapore

July 03, 2015 – August 26, 2016

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**Profile**

\*Highly organized and work dedicated, with positive attitude

\*Able to handle multiple assignments under high pressure and consistently meet tight

 deadlines

\*Thrive on working in a challenging environment

\*Flexible, optimistic, and fast learner

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| **Personal Data**Date of Birth: May 07, 1984Age: 32Civil Status: SingleHeight: 5’2”Date of Issued: June 16, 2014Date of Expiry: June 15, 2019 |

**Computer Skills**

MS Office (Word, Excel, Powerpoint), Lotus Notes

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**I hereby certify that the above information is true and correct to the best of my knowledge and belief.**

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Signature