Carmencel

[Carmencel.339757@2freemail.com](mailto:Carmencel.339757@2freemail.com)

**Career Objective:**

To join and establish myself in a stable company, where I can utilize and contribute my expertise and experience in a competitive environment. And to be part of the company’s growth and development with my work, loyalty and dedication towards the job.

**Skills and Competencies:**

Strong organizational, administrative and analytical skills.

Ability to produce consistently accurate work even while under pressure. Ability to multi task and manage conflicting demands.

Excellent working knowledge of Windows based systems and application software like

MS Excel, MS Word, MS Power Point, and MS Outlook.

Utilizing a range of office software, including email, spread sheets and databases. Ability to evaluate, prioritize, organize and delegate work schedules.

**Educational Qualification:**

**I.T.**( VYP Management Systems Consultants, San Pablo City, Philippines)Passed secondary class from San Pablo Colleges, San Pablo City

Passed Intermediate from Ambray Elementary School, San Pablo City

**Professional Experience:**

**Executive Assistant to the CEO/** April 2016 -to- Present

**Accountant General** **Wild Plant General Trading LLC**

Al Riggat Buteen, Green Tower 201

P.O. Box: 251759, Dubai,U.A.E.

**Duties and Responsibilities:**

Administers correspondence, manages incoming and outgoing calls, and prioritizes phone messages, emails and emails of the CEO. Handles all calls and visitors with grace,

sophistication and professionalism.

Prioritizes inquiries and requests from buyers and sellers from different counties. Updates and maintains phone lists for CEO

Works in a professional and focused manner to schedule internal and external meetings. Respectfully takes direction from CEO.

Arrange Switch Bill of Lading for shipments. Arrange Insurance policy for the shipments.

Maintains office files, filling all bank statement and control records.

**Administrative Assistant/Document Controller** November 2012 -to- April 2016

**Secretary/Receptionist** **Emirates Advocates & Legal Consultants**

Emirates Tower, Sheizk Zayed Road, Dubai,U.A.E.

**Duties and Responsibilities:**

Working as part of a team and supporting the office manager. Responsible for the day-to-day tasks administrative/Documents Control/Secretarial duties of the office including

covering the reception area.

Establishes and maintains office files, call logs, legal references, control records, and other information in connection with the work under the control of the assigned

Attorney(s) or Administrative Law Examiner(s).

Reviews legal documents to ensure they are in proper format and contain all necessary portions or related documents for court acceptance; files legal documents with proper

courts

Coordinating meetings and conferences for the lawyers.

**Executive Assistant to the CEO /** February 2012-to-October 2012

**Administrative Assistant/Receptionist** **Nas International**

Dubai,U.A.E.

**Duties and Responsibilities:**

Assist with completion of necessary statistical reports as requested. Distribute incoming mail and prepare outgoing mail including courier.

Expertly organize scheduling of all internal and out-of-office meetings, correspondence,

corporate travel, and personal appointments.

Telephone calls, inquiries and requests, and handling them when appropriate. Competently did support work for the Managers, performing highly complex

administrative functions.

Coordinating and Gathered data for 11 countries for their Requisition Requests. Developing & implementing admin policies & procedures to improve efficiency and contracts.

**Marketing Executive** December 2010 -to- February 2012

[**Al Bayan Purification & Portable Water**](file:///C:\AppData\Roaming\Microsoft\Word\Al%20Bayan%20Purification%20HYPERLINK%20%22http:\www.facebook.com\albayanpuredrinkingwater%22&HYPERLINK%20%22http:\www.facebook.com\albayanpuredrinkingwater%22%20Portable%20Water)

Dubai Investment Park-Jebel Ali

Dubai,U.A.E.

**Duties and Responsibilities:**

Create marketing plans geared toward end users for each key product within portfolio, in

line with strategy and targets and within budget.

Preparation & delivery of marketing plan within key objective.

Perform market research to assess viability of potential new products and to measure

success of recent campaigns.

Attend to customers’ queries and provide appropriate solutions.

**Personal Information:**

Date of Birth: September 30, 1984

Religion: Roman Catholic

Age: 32

Marital Status: Single

Visa Status: Residence

I certify that all information is true and correct to best of my knowledge and abilities.