Caryn

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**Qualifications Summary**

Dedicated and skilled business professional experienced in working in a fast-paced, multi-task environment, providing administrative support to Senior Executives.

Fluent in English – both written and verbal – and experienced at communicating at all levels.

Proficient user of MS Office (Word, Excel, PowerPoint, Outlook) and other applications/systems. Type 60 WPM.

**Skills**

|  |  |
| --- | --- |
| * Vendor Management | * Employee Relations |
| * Personnel Records Maintenance | * Compensation Administration |
| * Legal Assistant | * Scheduling |
| * Logistics Oversight | * Document Control |
| * Inventory Logging | * Meeting and travel support |
| * Business Correspondence | * Presentation Development |

**Education**

**Medical Technology**

Velez College, Philippines

Grade achieved: GWA 84%

**Employment**

Office Administrator

FurnishMe, Jebel Ali, Dubai, U.A.E.

*Furnishing Company*

November 2007– 30th March 2017

Responsibilities:

* Coordinate office activities and operations to secure efficiency and compliance to company policies;
* Supervising administrative staff and dividing responsibilities to ensure performance;
* Managing agendas for upper management;
* Manage phone calls and correspondence (e-mails, letters, packages, etc);
* Create and update records and databases with personnel, financial and other data;
* Manage inventory control;
* Skilfully manage wide-range of office and sales support tasks;
* Submit timely reports and prepare presentations/proposals as assigned;
* May take care of website functions and social media profiles.

*Contributions:*

* Negotiate favourable terms and pricing agreements with vendors, subcontractors and other providers for high-end readymade and bespoke furniture saving at least AED. 150K annually;
* Enhance communication between sales department and executive team, fostering a sense of teamwork and collaboration;
* Provide initial contact to elite clientele, responding quickly and diplomatically to client concerns to ensure superior service and satisfaction;
* Guarantee that employees received their expense reimbursements in an accurate and timely manner through expense tracking.

Personal Assistant to Managing Director

First Group International, Dubai, U.A.E.

*Real Estate, Automotive, Toys, Leisure Distribution, Food & Beverage, Hospitality & Investment Sectors*

June 2004- October 2007

Responsibilities:

* Acted as a “gate-keeper” for the MD time by managing his calendar. This involved using discretion in identifying critical items, setting up meetings and making changes with minimal involvement by the MD;
* Composed all types of correspondence, documents, letters and presentations on behalf of the MD;
* Oversaw and managed the office protocol, guidelines, workload and day-to-day operation;
* Interacted with Directors and carried out their requests;
* Created agendas and took meeting notes;
* Managed basic administrative functions such as processing expenses, copying, filing, distribution of materials and any other duties as assigned by the MD;
* Identified areas where new administrative policies and procedures may be necessary within the department. The incumbent initiated the project to develop and set new policy or procedure.

*Contributions:*

* Established/ updated comprehensive database and mailing lists;
* Maintained high performance standards: ensured all work were effectively completed;
* Created an atmosphere in which timely information flowed smoothly both upward and downward through the department;
* Increased sales by 15% by negotiating contracts for ambitious urban development projects such as Andalucia, Arabian Ranches, The Palm and The Meadows.

Legal Secretary

Ali Al Shamsi&YousufHammad -Advocates & Legal Consultants

August 2000 – November 2003

Responsibilities:

* Provided high level secretarial and administrative support to Senior Partners;
* Drafted and managed correspondence, handled A/P and A/R, prepared bank deposits, controlled inventory;
* Scheduled meetings and appointments; maintained schedules and calendars;
* Transcribed notes, processed range of standard legal documents including contracts, appeals, warrants and subpoenas;
* Conducted legal research and collated information for partners;
* Interacted extensively with clients from point of referral.

*Contributions:*

* Enhanced attorney effectiveness by providing information-management support;
* Cultivated long-term relationships with clients, maintained ongoing communication and facilitated solutions to address concerns;
* Created highly effective organizational and filling systems, including quick and thorough indexing, filing,resulting in easy access to critical information and streamline office functioning;
* Maintained professional demeanour at all times.

**Other**

Holder of Valid U.A.E. Driving License