

**GARCIA**.

C/o-Mobile number : 0505891826

Email: Address : gracia.340951@2freemail.com

**JOB OBJECTIVE:**

Looking for an opportunity in the field of office management / administration / Human Resource, where I can be most effective and to help reach organizational goals through my acquired skills, knowledge and professional experiences.

**Career Profile:**

* Knowledge of Microsoft Office Applications.
* Able to work efficiently and productively in high-pressured and multicultural environment
* Has a background of office administration, customer service and self- correspondence.
* Has a good relationship with the co-workers and respect is highly maintained at all times.
* Has a background and knowledge in basic accounting.
* Goal and result oriented individual with multi-cultural understanding.
* An organized and effective team player, adept at supporting team members to achieve professional goals.
* **February 2012- 14 November 2015**

**ADMIN COORDINATOR / CUSTOMER SERVICE**

Sharjah Aviation Services

Al Dhaid Road, Sharjah UAE.

* Responsible in monitoring staff punctuality & coordinates with Resource Planning department by keeping a record.
* Supports HR personnel, collects and submit all documents for visa renewal, airport pass renewal, and provides assistance on the staff clearance formalities.
* Updating the record & supports HR personnel regarding on Sick and absences for all baggage department staff.
* Responsible for enrolling staff trainings as required by the company/ department. Monitor and assist Air Arabia training department by keeping a record.
* Providing the staff duty roster & updating the baggage operations manager for any changes on the roster. Ensuring that all staff are well informed through phone call and by placing roster on the designated areas.
* Answering phone calls and disseminate proper correspondence.
* Planningand updating staff leave request.
* Responsible for updating the talent acquisition officers regarding on the internal vacancy and updating the staff on the status of their application.
* Prepares monthly total baggage report.
* Carry out administrative tasks with regards to all baggage staff requirement.
* Provides assistance to all staff thru Employee self service system. Disseminate letters as requested by the staff and ensuring that the request has been properly delivered**.**
* Ensuring that uniform and PPE compliance are maintained as per the company standards.
* Coordinates with Airarabia and other airlines representative in all matters relating to scheduling staff trainings and passenger complaints.

**Air Arabia Claims Department**

* Responsible for the final tracking of lost baggage for Air Arabia passengers.
* Coordinates with lost and found passenger’s service agents with regards on tracking and baggage matching before processing the final settlement.
* Prepare and submit all documents for the claims/ final settlement form for manager’s approval. (HQ and Outstations)
* Responsible for the monthly final settlement report. (HQ and Outstations)
* **August 2011**

**ADMINISTRATIVE SUPERVISOR**

Bright Future Electrical Contracting LLC

 Burj 2000 Damas Bldg, Rolla Sharjah.

* Responsible in reception work by answering phone and distribution of calls to the proper correspondence, assisting the clients with their concern and inquiries.
* Checking all incoming documents came by fax, courier, and answering emails.
* Update all incoming inquiries (project inquiry), preparing order list and assisting others in preparation for the delivery of orders.
* Responsible for delivery follow up as well as payment status.
* File all project documents (hard and soft copies).
* Responsible to track projects changes and produces updated site based schedule as agreed with engineering and project management.
* Develops and maintains detailed project schedule which includes administrative task and all sites involved in the project.
* Responsible in preparing maintenance contract for both parties including schedule of visits.
* Making quotations for the requested materials, for the installation, recalibration and programming to be done by the commissioning engineer.
* Responsible to other duties as assigned in the line with the department.

**CT INN HOTEL/ RESTAURANT**

January2007-May 2008

Laguna Philippines

* Assisting Visitors /answering visitor inquiries about the entire hotel.
* Answering Phone calls and distributed to the appropriate individuals/department.
* Check guests in and out.
* Take reservations, Help guests with special requests.
* Communicate efficiently with housekeeping and maintenance staff to ensure quality service to guests.
* In charge of the keys or key cards to the rooms themselves.
* Helping guests with luggage storage, storing valuables, ordering taxis and reserving a table for a guest at a local restaurant.
* Preparing bills, taking payments.
* Preparing the day end report.

**EDUCATIONAL ATTAINMENT & TRAINING ATTENDED:**

* Bachelor of Science in Nursing – March 2008.

Laguna College

San Pablo City, Philippines.

Registered Nurse (Philippines)

* First Aid Training (Standard) held at Laguna Colleges, Philippines. (2007)
* Basic Life Support (BLS) For Health Care Providers (CPR and AED) Program

American Heart Association (AHA) Guidelines.

International Health and Safety Training Center (IHSTC)

Dubai Healthcare City

Dubai, United Arab Emirates.

Issue Date: 30 August 2015.

Renewal Date: August 2017.

**PERSONAL INFORMATION:**

Civil Status : Married

Age : 29

Visa Status : Husband Visa

Citizenship : Filipino

Location : Sharjah, United Arab Emirates.