To join an organization that gives me an opportunity to showcase my strong organizational skills along with my educational background and also helps me gain practical exposure to new learning opportunities when available

**CAREER GOAL**

● **Excellent Communication Skills**

● **Ability to handle Multiple Tasks**

● **Attention to Detail**

**CORE SKILLS**

● **Hard Working Individual**

● **Target Driven**

● **Ability to Prioritize**

**WORK**

**EXPEREINCE**

**Executive Asst. to GM & HR Asst. | *Feb 2012 - Present***

**Ceramin Free Zone / RMMI,** *Ras Al Khamiah, UAE*

● Travel Arrangements (i.e. ticket booking, visa and hotel booking for CEO & all the Managers, Staff and customers)

● Handling General Purchase and Stores Department

● Welcoming customers and attending to their queries.

● Handling petty cash and submitting reports to Finance Dept.

● Correspondence and management of all GSM and telephone

● Courier Handling – Dispatch, Receipt and distributing to related staff.

● Maintaining employee records of all visa and labour card, accommodation renewal, highlighting at least 2 months in advance when its due for renewal

● Updating extension list etc. when new employee joins. Keeping employee master current and updated. Arranging ID cards to the new employees as well as door access cards to the visitors

● Coordinating with various hotels for the corporate rates as well as travel agencies, courier companies, car hire companies for the credit facility

● Preparing all pre- tour approval, payment requisition, travel statement of the CEO and all the manager other general correspondence

**Executive Asst. to HOD of Quality | *Dec 2009 - Jan 2012***

**Ras Al Khaimah Airport,** *Ras Al Khamiah, UAE*

● Assist the Quality department to increase the efficiency of processes and contribute towards the drive for continuous improvement.

● Handling information requests, receiving visitors, arranging conference calls and scheduling meetings

● Liaise and transcribe communications with the GCAA, international aviation agencies and local authorities’ vis-à-vis flight operations, flight training and safety issues

● Maintain the filing system and record

● Organize business and travel arrangements

● Handles confidential information and other clerical work as directed by my superior

● Preparing Airport pass for the suppliers, employees of Rak Airways

**Secretary** cum **Receptionist | *Nov 2007 - Oct 2009***

**Nile Marble & Granite LLC,** *Dubai, UAE*

● Travel Arrangements

● Hotel Bookings

● Generating Reports

● Preparing Catalogues / Scanning of documents

● Customer Relations

● Emails using Microsoft Outlook/ Internet

● Drafting

● Mobile/Credit card payments

● Subscribing for Frequent flyer/Hotel Membership cards/Magazines

● Maintenance of records

***1***

***2***

Available upon request

**REFERENCES**

**OTHER INFO**

**Nationality : Filipino**

**Visa Status : Husband’s Visa** (Transferable)

**Driving Licence : Valid UAE Driving Licence**

 *Expires on*

**Languages Known : English, Tagalog**

**Computer Proficiency : MS Office** (Word, Excel, PowerPoint, Access)

 **Desktop Publishing** (Adobe Photoshop, etc.)

 Efficient use of internet for Business

**Bachelors of Science in Business Administration | 2001**

**Philippine Women’s University, Philippines**

**EDUCATION**

● A high standard of professionalism in my work

● The ability to remain calm, objective and work under pressure

● Able to work autonomously with little or no supervision

● Over 9 years of professional experience in the field of administration and secretarial job

● Good communication skills with the ability to deal with people

● Enthusiastic, highly motivated and progressive individual look new challenges.

● Personality and skills to interface with both staff and outside services to achieve desired results.

● Leading and dealing effectively with multicultural environment

● Well-developed sense of responsibility

● Work independently

**PROFESSIONAL ATTRIBUTES**