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|  | OBJECTIVES  To obtain an Executive Assistant position with an opportunity to practice and integrate my knowledge and interest  RELEVANT SKILLS AND EXPERIENCE   * Natural people skills, strong empathy, strong interpersonal relationships and comfortable in dealing with various levels of people. * Team Player, able to work within a team towards a goal. * Passion to deliver results. * Judgment/Decision making, ability to identify relevant data to arrive a logical conclusion in aid of sound decision basing on the level of authority approved by Immediate Head.   Education  University of San Jose Recoletos – 1998 to 2002  Bachelor of Science in Computer Science  Abellana National School – 1994 to 1998  Cebu City, Philippines  Guadalupe Elementary School – 1987 to 1994  Cebu City, Philippines  experience  Position: Sr. Executive Assistant to the Board of Directors  Innoland Development Corporation  October 2013 - Present   * Manages the BOD’s schedules and keeps track of schedules of meetings and appointments and travel. * Maintain the role of “central communications” where important events are disseminated to the proper Executive and/or Department Head(s) accordingly; handle reports and correspondences (letters, faxes, bills, and emails when specifically instructed) of the Executives. * Take the role of the Secretariat for Execom and ManCom meetings; prepare presentation materials, write down and disseminate minutes, and ensure closure or resolution of open items. * Oversee and monitor the movement / transfer of important documents such as contracts, proposals, checks, corporate papers, signature cards, certifications, and other documents routed for comments or signature. * Maintain and retain a tracer file containing list of letters or reports which have to be prepared on specific dates and/or acted in the future. * Remind the ExeCom concerned and/or Department Head concerned as per tracer file.      * Maintain an orderly filing system by ensuring that all communications, files, references, memoranda and other pertinent documents are filed accordingly in order to facilitate safekeeping and retrieval for ready reference. * Attend to corporate consultants, personal visitors, officers of tenants, and other guests.   Position: Executive Assistant to the EVP - Operations  Gothong Southern Shipping Lines, Inc.  March 2013 – October 2013   * Manages schedules and keeps track of schedules of meetings and appointments. * Monitors and keeps track on the deliverables of his direct reports. * Assist in managing both business and personal functions. * Provides visible link between EVPs office and his department under Land Division.   Position: Executive Assistant to the VP – Group Human Resource  Vicsal Development Corporation  July 2011 – February 2013   * Manages the schedules and keeps track of schedules of meetings and appointments and travel. * Monitor and keeps track of the deliverables of direct reports. * Attends to VPs meetings and do minutes. * Responsible of handling the 201 files and Senior Management and up levels. * Assist in managing both business and personal functions. * Maintain an orderly filing system by ensuring that all communications, files, references, memoranda and other pertinent documents are filed accordingly in order to facilitate safekeeping and retrieval for ready reference.   Position: Executive Assistant to the General Manager  Cebu Bionic Builder Supply, Inc.  October 2007 – February 2011   * Manages the schedules and keeps track of schedules of meetings and appointments and travel. * Monitor and keeps track of the deliverables of direct reports. * Attends to meetings and do minutes. * Assisting HRD in branch concerns including hiring, evaluation, incident reports, sanctions and rewards. * Responsible of handling the 201 files of all employees. * Assist in managing both business and personal functions. * Maintain an orderly filing system by ensuring that all communications, files, references, memoranda and other pertinent documents are filed accordingly in order to facilitate safekeeping and retrieval for ready reference.   Position: Administrative Officer  M. Aldeguer Holdings  May 2007 – October 2007   * Manages the schedules and keeps track of schedules of meetings and appointments and travel. * Monitor and keeps track of the deliverables of direct reports. * Attends to meetings and do minutes. * Assisting HRD in branch concerns including hiring, evaluation, incident reports, sanctions and rewards. * Responsible of handling the 201 files of all employees. * Assist in managing both business and personal functions. * Maintain an orderly filing system by ensuring that all communications, files, references, memoranda and other pertinent documents are filed accordingly in order to facilitate safekeeping and retrieval for ready reference.   Position: Sales Admin Assistant  Security Systems Monitoring, Inc.  October 2007 – February 2011   * Assist the Sales team to achieve the sales target * Monitor and keeps track of the proposals sent to possible clients. * Attends to meetings and do minutes.   Position: Audit Staff / Systems Audit  Gaisano South Group of Companies  March 2003 – July 2006   * Travels to branches and do Systems Audit. * Do year-end inventory on branches both supermarket and dry goods section.   Position: Audit Staff  ALA Group of Companies / USA Sports  October 2002 – March 2003   * Do monthly sales audit submitted by the store * Do inventory to stores/boutiques.   PERSONAL BACKGROUD  Born on September 7, 1981 in Cebu City. Married with 2 kids with ages 3 and 5. Can Speak fluent English. Has a good coordination with written and oral skills. Goal oriented willing to learn and accepts challenges. |
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