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MAE

***OBJECTIVES***

*To obtain a responsible job and to utilize my skills, training & work experience in finding opportunities for the professional growth & career development*

***EDUCATIONAL BACKGROUND***

**BACHELOR'S DEGREE: Bachelor of Science in Commerce  
Major: Management Information System**

University of Saint La Salle  
April 2001 - Graduate, Philippines

***WORK EXPERIENCE***

**OFFICE ADMINISTRATOR BLUEDEE MARINE L.L.C.**

**July 2010 - Present Dubai, U.A.E.**

* Responsible for preparing monthly timesheet and payroll for WPS and submission to the bank.
* Records and files receipt incurred by the company.
* Keep track of the company’s income and expenses.
* Handle all inbound and outbound calls and e-mails of the company.
* Involve in encoding project quotations, make various letters, and layout/printing company brochures.
* Process/renew company licenses, visas and other documentations related to government requirements for the company.

**OFFICE ASSISTANT/ EXECUTIVE SECRETARY A.J.A. MARINE L.L.C.**

**August 2008 – June 2010** (**CHALLENGE SHIP REPAIRING L.L.C.)**

**Dubai, U.A.E.**

* Responsible for preparing monthly timesheet and payroll of the worker.
* Records and files receipt incurred by the company.
* Keep track of the company’s income and expenses.
* Handle all inbound and outbound calls and e-mails of the company.
* Involve in encoding project quotations.
* Make various letters.

**DATA ENTRY OPERATOR / OFFICE SECRETARY LOCAL GOVERNMENT UNIT**

**July 2001 - December 2005 (HIMAMAYLAN CITY –ENGINEERING DEPT.)**

**Himamaylan City, Philippines**

* Prepare various related reports of project accomplishments.
* Encode project estimates of engineers for various projects.
* Control, records & process various project programs for approval.
* Involved in encoding and edit checking of data.
* Entertains and resolves questions and problems encountered on project specification.

**OFFICE ASSITANT HEDICO SUGAR MILLING COMPANY**

**April 2000 – May 2000 (ON JOB TRAINING)**

**Ormoc City, Philippines**

* Encodes fuel consumption of the company.
* Assist in filling various documents.
* Encode and edit letters and memos in the computer.
* Performs other clerical works.
* Distributes the same to the departments heads concerned for an appropriate actions, record and information.

***TECHNICAL SKILLS AND SPECIAL ABILITIES***

* Proficiency in the use of Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Corel Draw.
* Quick learner who can adopt to new responsibilities
* Cooperative and dependable, get the job done efficiently.
* Ability to communicate effectively both verbally and in writing with staff and employees.
* Excels at multi-tasking in a fast faced environment, completing projects within time and budget constraints.
* Diligent, detail-oriented Administrative assistant knowledgeable of all office function.

***PERSONAL INFORMATION***

Sex **:** Female

Date of Birth **:** May 11, 1980

Civil Status **:** Single

Citizenship **:** Filipino

Language Spoken **:** English & Tagalog

Visa Status **:** Employment Visa (with NOC)