**JULIET**

Juliet.344703@2freemail.com

**CAREER OBJECTIVE**

To have international cultural exposure and in depth hands on experience on the field of human resources management, administrative functions and paralegal services in order to fully develop my skills to become globally competitive as a key to a more meaningful career.

**PROFESSIONAL EXPERIENCE**

**Contracts Administrator**

**Septech Emirates Contracting LLC**

Dubai, United Arab Emirates

September 2016 – February 2016

* Maintain an audit file for each contract which will include original contract, all correspondence, changes/deviations, amendments and clarification.
* Prepare and disseminate information to appropriate employees regarding contract status and facilitate meetings.
* Maintain detailed and organized files and oversee the preparation and revision of contracts.
* Provide contract summaries and ensure contract execution in accordance with company policy.
* Oversee and administration of contracts and act as liaison between the company and suppliers.
* Handle reception during the absence of the receptionist and provide assistance to the Human Resources Department.

**Claims Administrator**

**Recovery Advisers**

Dubai, United Arab Emirates

November 2015 – August 2016

* Responsible for managing claim files to ensure their progress as per the company’s guidelines.
* Liaising between and updating clients and collectors with developments in files and following up accordingly.
* Enter data in the company’s IT system (SQL Server).
* Investigates claims, conduct cargo traces, general administrative tasks which may include ledger maintenance and bookkeeping.
* Assist lawyer in filing debt claim cases by providing the required documentation.
* Carry out other duties that are in a broader scheme of customer service, communications, claims management recovery, or the general company goals.

**Bids and Proposal Assistant**

**Degremont Middle East LLC**

Dubai, United Arad Emirates

October 2015 - November 2015

* Assist with production of final bid documents and arrangements to supply these documents to the customer within defined tender deadlines.
* Ensure bid and proposal word documentation is formatted, collated and presented in a professional manner when required.
* To organize Bid Team Reviews and Bid Submission Reviews ensuring that respective agendas, attendance lists and action-trackers are up to date.
* Maintain status of generic proposals and work with the Bid Manager to ensure they are reviewed, revised and reapproved as necessary.
* Communicating closely with a wide range of colleagues to ensure quality input to the bid is achieved within the bid timescales.

**Chief Documentation Coordinator**

**FBP International**

Dubai, United Arab Emirates

April 2015 - September 2015

* Manage documentation verification and prepare necessary documents.
* Oversee accuracy and promptness of required documents from clients.
* Manage documentation regarding technical tasks.
* Ensure those entitled to have access to documents on a server can access the documents as needed.
* Sending the complete documentation of the signed client to the Australian Office for

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| --- | --- | --- | --- |
|  | documentation processing. |  |  |
| • | Shall communicate | directly with the in-house MARA Representative | for all | technical |
|  | assistance – this includes but not limited to training, assessment and finalization of | all client |
|  | cases. |  |  |  |
| • | Prepare and manage | communications; emails, letters, internal and external | telephone calls. |
| • | Respond to all written correspondence via email in a timely and professional manner. |  |

* Complete all required data entry and ensure information is entered accurately and in a timely manner.
* Communicate with and maintain relationships with clients via telephone responding to their documentation and appointment enquiries.
* Provide high level of professional legal support and assistance to Immigration Lawyer.
* Maintain strict level of confidentiality on sensitive information.
* Provide accurate, timely advice and assistance that takes into account the unique nature of each case.

**HR Officer**

**The City School International**

Dubai, United Arab Emirates

December 2014 – April 2015

* Develop policies and procedures on recruitment process.
* Responsible for writing and placing online adverts.
* Perform online screening and short-listing CVs of applicants.
* Conducts initial interviews and reference checks on possible candidates.

• Establish an extensive development programs for employees at all levels based on the needs of school heads of different branches.

* Plan and direct specific training program upon request of school head concerned.
* Handle and facilitate orientation to new employees regarding policies, rules and regulations.
* Make correspondences, researches and documentation regarding HR and school development as per instruction of the International Director.
* Provide advice and recommendations on disciplinary actions.
* Work closely with school branches, assisting school heads to understand and implement policies and procedures.
* Develop and implement policies on issues such as working conditions, performance management, equal opportunities, disciplinary procedures and absence management.
* Monitor staff performance and attendance activities.
* Maintain knowledge of legal requirements and government reporting regulations affecting HR functions.
* Interpret and advise on employment law.

• Conduct and implement Performance Appraisal, Annual Confidential Report and

* Enterprise Resource Planning.

**Regional PA and Team Administrator**

**HSBC**

Dubai, United Arad Emirates

October 2014 - November 2014

• Manage a very complex and demanding calendars of the MENA Regional Head and

* Regional Heads under him.
* Arrange quarterly, monthly and weekly local, regional and global meetings.

• Make travel arrangements for local and international business trips of the heads and entire

team.

* Coordinate with Global and regional Offices in terms of report submission, regulatory requirements, updates etc.
* Assist heads in preparing presentations through date gathering, updates and presentation format.
* Prepares expense reports of the heads and key employees for liquidation and payments.

**Assistant Administator**

**Raine and Horne Real Estate**

Dubai, United Arab Emirates

September 2014 - October 2014

* Provide assistance in real estate/property management with additional clerical support activities.
* Prepare reports and write detailed notes, communications to tenants and vendors.
* Assist clients in person or on the telephone.
* Handle phone calls and inquiries.

**Legal Assistant/Secretary**

**Axiom Mark**

Dubai, United Arab Emirates

August 2014 - September 2014

* Provide high-level professional secretarial support and assistance.
* Maintain strict-level of confidentiality of sensitive information.
* Review, proof-read and format legal documents.
* File important legal documents and ensuring files are up to date.

**Training Coordinator**

**ICON Training & Coaching**

Dubai, United Arad Emirates

June 2014 - July 2014

* Liaise with subject matter expert regarding instructional design.
* Develop and prepare training aids such as manuals and handbooks.
* Provide feedback to program participants and management.
* Handle logistics for training activities including venues and equipment.

**HR/Admin Officer**

**Provincial Human Resource Management Office**

Nueva Ecija, Philippines

**October 2001 - May 2014**

* Attendance and Leave Management
* Employee Relations
* Policies and Procedures
* Training and Development
* Performance Management
* Recruitment
* Disciplinary Board dealing with employment disputes and disciplining employees.

**EDUCATIONAL BACKGROUND**

**Bachelor of Laws**

**Araullo U niversity**

Nueva Ecija, Philippines

March 2009

**Bachelor of Arts in Communication**

**Saint Louis University**

Baguio City, Philippines

March 2000

**PERSONAL INFORMATION**

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| **Nationality** | Filipino | **Civil Status** | Married |
| **Visa Type** | Husband’s Visa | **Height** | 5’4” |
| **Birthday** | June 4, 1978 | **Weight** | 58 kls. |