**CECILLE**

**Objectives**

* To secure a position that offers excellent training and growth in the field of my expertise, while at the same time, optimizing professional and personal capabilities.
* To gain employment in the area where I can bring out the best of my abilities.
* To facilitate enhancement of present skills and knowledge through venture with present better opportunities for personal, intellectual, and interpersonal growth.

**Work Experience:**

**February 6, 2013 to January 11, 2017 Executive Assistant**

**(HR Assistant & P.R.O.)**

Organic Foods DMCC

Jumeirah Lakes Towers, Dubai

United Arab Emirates

December 15, 2010 – October 25, 2012 **IMMIGRATION COORDINATOR**

Regency Services Co.

Regency Business Center

Doha, Qatar

June 1, 2009 – November 15, 2010  **FINANCE & ADMINISTRATIVE MANAGER**

Unit 15J, Cyber One Building, Cyber Park,

Bagumbayan, Eastwood, Quezon City

Philippines

July 1, 2008 –May 31, 2009 **SECRETARY & ADMINISTRATIVE MANAGER**

Reyes-Fajardo & Associates

1004-B, Summit One Tower

530 Shaw Boulevard, Mandaluyong City

Philippines

June 2003 – June 30, 2008     **GUIDANCE COUNSELOR**

Cagayan Colleges Tuguegarao

Tuguegarao City, Cagayan

Philippines

**Job Descriptions:**

**EXECUTIVE ASSISTANT**

* Maintains executive's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
* Plan and arrange the itinerary of the Managing Director as well for business of the employees & visitors
* Find fare and schedule information
* Book reservations for travels, hotels, car rental and special events such as tours
* Make an alternative booking arrangements if changes arise before or during the trip
* Prepare & submit visa application
* Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies
* Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
* Contributes to team effort by accomplishing related results as needed.

**HR ASSISTANT**

* Set up meetings and interview schedules as part of recruitment process – Received applicants and guided them, functioning as company representative.
* Ordered and managed supplies, ordered office-staff lunches, handled phone calls and messages, incoming as well as outgoing.
* Performed HR office services such as:  filing documents, printing reports and documents, stocking of equipment and supplies.
* Handled discrete information related to employee relations, changes in the organization, performances, appraisals, confidential information issues, and other sensitive HR-related matters.
* Made reservations and coordinated travel schedules for management.

**PUBLIC RELATIONS OFFICER**

* Schedule staff’s work visa, medical, coordinating with other internal and external departments.
* Collect all appropriate documentation necessary for visa and permits required to be processed.
* Organize visas for holiday and business related travel for managers as required.
* Responding to staff queries on Visa/ Labour/ Passport related matters.
* Ensure all visa, medical and labour permits are up to date and arrange timely renewal.
* Provide admin support as needed.

**IMMIGRATION COORDINATOR**

* To manage immigration cases and ensure complete satisfaction from the assignee and the client
* To act as a back-up for the Immigration Manager
* Work with management to establish business intent
* Maintains the Operations tracking
* To actively manage a full caseload of Immigration cases
* Coordinate and assist Mandoops in their field works
* Ensures completion of work from Mandoops and E-Government Officer

**FINANCE OFFICER**

* Preparing accounts
* Maintaining cash controls,
* Preparing the payroll and personnel administration, purchasing, maintaining accounts payable
* Managing office operations

**SECRETARY**

* Prepare and manage correspondence, reports and documents
* Implement and maintain office systems
* Maintain schedules and calendars
* Organize internal and external events
* Handle incoming mail and other material
* Manage office space
* Arrange conferences, meetings, and travel reservations for office personnel.
* Locate and attach appropriate files to incoming correspondence requiring replies.
* Schedule and confirm appointments for clients, customers, or supervisors.
* Conduct searches to find needed information, using such sources as the Internet.
* Manage projects, and contribute to committee and team work.
* Order and dispense supplies.
* Review work done by others to check for correct spelling and grammar, ensure that company format policies are followed, and recommend revisions.
* Supervise other clerical staff, and provide training and orientation to new staff.

##### Educational Background:

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| --- | --- |
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| School: | St. Paul University Philippines |
| Location: | Tuguegarao City, Cagayan |
| Degree: | Bachelor of Science in Psychology |
| Date of Graduation: | March 2003 |

Graduated with the degree of **Bachelor of Science in Psychology** at

St. Paul University Philippines.

##### Awards Received:

* Department Service Award – SILVER
* Department Leadership Award – BRONZE

**Skills:**

* Computer Literate: Internet and other Windows application (Outlook, Word, Excel, Powerpoint)
* Languages/Dialects Proficient in: Filipino, English, Ilokano
* Can work well under pressure in any environment with less supervision
* Ability to interface well with all levels of personnel
* Good verbal and communication skills
* Interpersonal skills
* Attention to detail
* Administrative Writing Skills,
* Reporting Skills,
* Scheduling,
* Time Management,
* Presentation Skills,
* Travel Logistics,
* Verbal Communication

**Personal Data:**

|  |  |
| --- | --- |
| Date of Birth: | January 20, 1982 |
| Place of Birth: | Tuguegarao City , Cagayan Valley , Philippines |
| Civil Status: | Single |
| Sex: | Female |
| Religion: | Roman Catholic |