**KHRISTINE**

[**KHRISTINE.352575@2freemail.com**](mailto:KHRISTINE.352575@2freemail.com)

**SUMMARY OF QUALIFICATIONS**

* Ten years of experience in administrative work
* Experience in human resource management
* Experience in marketing related tasks
* Advance skills in Microsoft office applications (Word, Excel, Powerpoint, Access, Visio)
* Possesses strong oral and written communication skills
* Fast learner, well-organized, and a team player
* Manifests high level of professionalism and integrity

**PROFESSIONAL EXPERIENCE**

**Kamasar Holdings**

**Office Assistant**

Sky Tower Offices, 2202, Al Reem Island, Abu Dhabi, U.A.E.

August 2016 – January 2017

Roles and Responsibilities:

* Manage day to day office tasks
* Document controllership
* Manage Director’s schedule
* Arrange meetings/appointments internally and externally
* Manage correspondences, fax and mails
* Liaison to third parties particularly suppliers and contractors
* Manage social media accounts
* Design and prepare visual advertisements.

**Al Hassan Engineering Co., Abu Dhabi L.L.C**

**Executive Assistant to the General Manager**

Worker’s City 1, Al Mafraq

June 2013 – August 2016

Roles and Responsibilities:

* Manage General Manager’s schedule
* Arrange meetings/appointments internally and externally
* Arrange logistics as needed by the General Manager
* Manage correspondences, fax and mails
* Other administrative duties as determined by the General Manager

**Daewoo E & C Co., LTD (PNG LNG PROJECT)**

**Document Controller (Human Resources Department)**

State Portion 152 Papa Lea Lea, Papua New Guinea

September 2011 – September 2012

Roles and Responsibilities:

* Controlling all Human Resources documents (passports, personal files, forms, clearances and others)
* Updating and monitoring the HR database
* Payroll preparation
* Liaison to all agencies connected with the company
* Providing orientation for newly arrived workers
* Handling Working Permit and Working Visa applications for lodgments

**Compeq Manufacturing Co., LTD**

**Operations Assistant**

Lu Chu Hsiang, Taoyuan Hsien, Taiwan R.O.C.

March 2009 - March 2011

Roles and Responsibilities:

* Researching for the upcoming trend for PCB manufacturing, future electronic gadgets and it’s specifications
* Input, analyze and summarize daily cost report of product design department
* Gather data with regards to cycle time and delay of certain client products
* Input, analyze and process customer product design using Genesis 2000 computer program

**Asian Development Bank**

**Access Control Officer (Receptionist)**

#6 ADB Avenue, Mandaluyong City Philippines

July 2007 – August 2008

Roles and Responsibilities:

* Control access to guest and staff entering the office
* Attend phone calls and assist caller to the proper department
* Assist in the training of new receptionist and associates
* Prepare daily reports and endorsements

**Manila Manor Hotel**

**Front Office Staff**

1660 Jeorge Bocobo St. Malate Manila Philippines

July 2006 – December 2006

Roles and Responsibilities:

* Process check-in and check-out of hotel guests
* Accountable in cashier counter for cash payment
* Answer inquiries via telephone and e-mail regarding products
* Assist in the training of new Front Office staff
* Prepare daily reports and endorsements

**OTHER SKILLS**

* Photography and photo editing
* Graphic illustrations

**EDUCATION**

* Tertiary:

B.S. Tourism

La Consolacion College Manila

2002-2006

* Secondary:

Mindoro State College of Agriculture& Technology

1998-2002

* Elementary:

Minas Elementary School

1992-1998

**CHARACTER REFERENCE**

Available upon request