**ROSANI** **ROSANI.2155248@2freemail.com**

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| **OBJECTIVES**  |  |
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| With a good background on **Admin Secretary cum Purchase**, **Sales & Customer Representative**, **Sales Executive** looking for a job that will develop competency and quality of work to enhance my skills as to further improve effectively and professionally through trainings, exposures and practice. |

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| **MAJOR CAREER RESPONSIBILITIES** |  |
| **Public Relation Officer*** Arrange visa (work permit, husband sponsored visa, visit visa etc.) for expatriates and their family.
* Schedule staff’s 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.
* Develop rapport with Company PRO for renewal of licenses, and processing of visas as well as contracts at Labor Department.
* Carried out and maintained filing systems on paper or computer for confidential documents including passports, working permit, DEWA & Etisalat bill & Application for Dubai Municipality.
* Will support for admin if needed

**Secretary Functions*** Provide executive personal assistance, office management, secretarial, clerical and administrative support to management and employees.
* Sort out all incoming - outgoing mails and correspondence based on urgency, priority, confidentiality or routing to facilitate quick plus efficient service.
* Handle complete facilities set up and upkeep; ensure enough quantity of supplies to support operations. Also carry out filing, e-mailing, faxing and self-correspondence.
* Carried out and maintained filing systems on paper or computer for confidential documents including passports, **working permit**, **DEWA & Etisalat bill**.
* Perform a variety of executive support tasks that may be highly confidential and sensitive.
* Follow up Manager’s diary; schedule appointments; attend and record minutes of the meeting; organize details of travel arrangements, itineraries and accommodation.
* Perform a variety of executive support tasks that may be highly confidential and sensitive.
* Establish and maintain various filing and record management systems.
* Carry out data entry tasks and follow up on documentation matters with various departments.
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| **PURCHASER*** Responsible for purchasing of office supply & Site materials as per requisition.
* Responsible for sending Inquiry to the supplier’s for different requirements.
* Make a price comparison: Negotiate it without compromising the quality and delivery of service provided.
* Provides purchasing planning and control information by collecting, analysing, and summarizing data.
* Reporting for LPO approval.
* Issue a Local Purchase Order as per payment terms and conditions.
* Cross-checking invoices against purchase orders
* Ensure proper and systematic filling of documents.
* Coordinates with Accounts Dept. for supplier payments and cheque issuance collection.
* keeping contract files and using them as reference for the future
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| **WORK EXPERIENCE** |  |

**SECRETARY/PURCHASER/PRO**

**V A H CONTRACTING Co. LLC**

**AL Nahda II**

**November 2013 – Present**

* Report Direct to the managing director.
* Managed areas of recruitment process like coordination with overseas recruitment agencies on new employee requests. Offer letter preparation, provided advice to candidate on visa processing, and on-boarding formalities.
* Liaised with PRO for new work permit & visa application, medical test, EID Card, residence & labour card processing.
* Administered components of Human Resources such as drafting memos, staff list employee files reports, schedules, confidential materials and various employee issues.
* Carried out and maintained filing systems on paper or computer for confidential documents including passports, working permit, DEWA & Etisalat bill & Application for Dubai Municipality.
* Handling general administration & secretarial task for the organizations.
* Responsible in maintaining updated trackers and preparation of documents for renewal of employee visa & work permit, trade license, tenancy contracts and motor insurance, etc.
* Managed preparation of travel itineraries and visa application for manager or staff travelling overseas.
* Regular update of employee’s Leave Planner, liaise with airlines and travel agencies for staff vacation ticket.
* Prepared summary of monthly HR related expenses.
* Responsible for overall maintenance coordination of company vehicles, registration renewal, insurance renewal and motor accident claims.
* Responsible for purchasing of office supply & Site materials as per requisition.
* Responsible for sending Inquiry to the supplier’s for different requirements.
* Make a price comparison: Negotiate it without compromising the quality and delivery.
* Provides purchasing planning and control information by collecting, analysing, and summarizing data and trends.
* Issue a Local Purchase Order as per payment terms and conditions.
* Cross-checking invoices against purchase orders
* Ensure proper and systematic filling of documents.
* Managing company driver’s schedule.
* Perform other duties as maybe assigned by the managing director.

**SALES REPRESENTATIVE / CUSTOMER SERVICE**

**Al Asayel Health & Safety**

**Jebel Ali FZCO**

**April 2013 – Sep 2013**

* Perform direct marketing and sales activities to generate sales as per the agreed sales and marketing plan.
* Respond and follow up sales inquiries by mail, fax and thru telephone.
* Responding to incoming email and phone enquiries.
* Maintaining and developing relationships with existing customers via telephone calls and emails.
* Handling Inquiries, quotations, pricing, coordinating with all departmental heads and performing all types of clerical work to the top level of authorities.
* Receive & record all incoming communication & documents. Segregates those for signature and for the attention of superior and routes other documents to parties concerned who can handle them for the company.
* Negotiating the terms of an agreement and closing sales.
* Negotiating on price, costs, delivery and specifications with buyers and approval to the manager.
* Creating detailed proposal documents, often as part of a formal bidding process that is largely dictated by the customer.
* Checking quantities of goods in stock.
* Making accurate, rapid cost calculations and providing customers with quotations.
* Recording sales and order information and sending copies to the management, or entering into a computer system.
* Capable of explaining all the information of the products including the part number.
* Providing technical & data sheet.
* Coordinates with the delivery department, Indoor and outdoor sales personnel.
* Monitor and report on activities and provide relevant management information.
* Can travel as assigned by management.
* Meeting customers and presenting the product or service in a structured professional way face to face.

**ADMINISTRATIVE SECRETARY**

**National Tobacco Administration**

**Bauang La Union, Philippines**

**October 2007 – June 2010**

* Provide telephone support for the department, which included receiving and screening of incoming calls.
* Communicate verbally and in writing to answer inquiries and provide information.
* Manage correspondence/communication flow (sorting out coming/outgoing mails, letters and routing of important documents for speedy disposition).
* Draft correspondence such as memos, e-mails and fax communication that requires immediate action.
* Set up work and procedure
* Maintain schedules & calendar (Arrange & Confirm appointments).
* Organize and coordinate meetings, conferences, travel arrangements.
* Maintain databases
* Prepare and manage correspondence, reports and documents.
* Implement and maintain office systems, ensured proper and systematic filing of documents.
* liaison with internal and external contacts
* operate office equipment manage office supplies
* Performs other duties that maybe needed by the Directors.

**SALES EXECUTIVE**

**One Sky Stainless & Aluminium Supplies Enterprises Co.**

**Manila, Philippines**

**January 2005 – May 2007**

* listening to customer requirements and presenting appropriately to make a sale;
* maintaining and developing relationships with existing customers in person and via telephone calls and emails;
* calling to arrange meetings with potential customers to prospect for new business;
* responding to incoming email and phone enquiries;
* negotiating the terms of an agreement and closing sales;
* gathering market and customer information;
* negotiating on price, costs, delivery and specifications with buyers and managers;
* challenging any objections with a view to getting the customer to buy;
* advising on forthcoming product developments and discussing special promotions;
* creating detailed proposal documents, often as part of a formal bidding process which is largely dictated by the prospective customer;
* liaising with suppliers to check the progress of existing orders;
* checking the quantities of goods on display and in stock;
* recording sales and order information and sending copies to the sales office, or entering figures into a computer system;
* reviewing my own sales performance, aiming to meet or exceed targets;
* making accurate, rapid cost calculations and providing customers with quotations;
* feeding future buying trends back to employers;
* Attending team meetings and sharing best practice with colleagues.

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| **QUALIFICATIONS** |  |

**La Union College of Nursing Arts and Sciences**

Brgy. Biday, San Fernando City, La Union

Bachelor Science in Nursing (Graduate)

October 2010 – March 2012

**Our Lady of Fatima University**

Hilltop Subdivision, Lagro, Novaliches, Quezon City, Philippines.

Bachelor Science in Nursing

June 2003 – October 2004

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| **IT SKILLS** |  |

* Proficient in MS Office application (Word, Excel, Access, PowerPoint & Focus) Internet & E-mail Outlook.
* Typing speed of 50 wpm

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| **PERSONAL DETAILS** |  |

Nationality : Filipino

Civil Status : Single

Language : English & Tagalog

Visa Status : Employment Visa (can join immediately)

*Reference shall be provided upon request*.