# Jennifer

# Jennifer.359970@2freemail.com



**CAREER HIGHLIGHT**

Highly determined individual with 7+ years’ progressive experience working in a secretarial role.Track record of handling administrative and clerical functions with professionalism and tact. Possess great capability to make decisions where precedents are not established. Hands on experience of using diplomacy and discretion while handling confidential information.

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| **KEY SKILLS & EXPERTISE** |  |
| * Calendars maintenance
 | * Meeting arrangements
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| * Files maintenance
 | * Handling phone calls with etiquette
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| * Records organization
 | * Hotel & travel booking arrangements
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| * Letter / memo composition
 | * Office supplies maintenance
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| * Meeting coordination
 | * Computer & technical literacy
 |
| * Recording minutes
 | * Attention to detail
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| * Interpersonal abilities
 | * Quick learner
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| * Reports preparation
 | * Excellent communications skills –written and verbal
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**PROFESSIONAL EXPERIENCE**

**Admin Team Assistant , Dornier Consulting International**

**Abu Dhabi, UAE / 11 Dec, 2015 til to date**

**Superior (s) Regional Director , HR Manager (ME)**

**Subordinate (s) Driver / Assistant PRO**

**Responsibilities in detail :**

**Purchasing & Co.**

* Business travel (handling of agent & making entire travel arrangements
* Local accommodation (hotel bookings and company apartments
* Arrange rental cars locally
* Stationary (taking care of availability & ordering)
* Ordering and management business cards

**General administrative support**

* Archive, filing of proposals
* Telephone list (incl. handling of Etisalat bills
* General support for filing for Managers
* Partly: Calendar & Email management of Regional Director / HR Manager
* Drafting of letters / invitation etc.
* Guest relations (reception desk)
* Mail pre-check / sorting, mail delivery, mail tracking system (log file)
* Maintaining data security / back up of server (incl. bank locker) in cooperation with IT firm
* C0-operation regarding all other tasks with office assistants in the region (KSA & Jordan and HQ / subsidiaries in Germany
* Acquisition support (preparation & adjustment of presentations)
* Project support (various tasks)

**Front Desk**

* Hospitality for guests / visitors
* Front desk operations ( telephone, visitor reception etc)
* First point contact, managing sales people without appointment

**Administrative HR Support**

* Maintain HR files
* Leave list (Maintaining overview of leave requests and leave days
* Receiving invoices, getting approvals from Project Managers
* Drafting bank transfer request
* Responsible management of visas, health insurance (communication) and other administrative HR work
* Close cooperation with HR Manager, PRO/ Sponsor and driver/assistant PRO regarding visas Health insurance and Labor contracts application
* Preparation of NOCs and other letters upon request
* Supporting recruitment process (CV lay-outing, formatting, etc)

**PA to Managing Director Australian Piling Technology**

**Abu Dhabi, U.A.E | 15 May 2011 – 20 Dec. 2015**

* Provide general secretarial / administration support to Senior Managers & Directors, also including working on other family matters.
* Coordinate office management activities to aid executives.
* Research and compile confidential documents.
* Take and record minutes of the meeting.
* Screen incoming correspondence and ensure delivery to intended recipient.
* Create and maintain a liaison between executives.
* Compose letters and other correspondence.
* Produce reports and charts.
* Prepare meeting agendas and collect related material.
* Review and proofread documents for executives’ signatures.
* Maintained diaries and arranged appointments.
* Compile and maintain control records and related, posts changes to computerized or manual control records, releases documents and notify affected departments.
* Receiving all incoming documents to recording and have they check by Managing Director before distribution to all departments.
* Prepare reports and memorandum.
* Responsible for answering & screening telephone calls & face to face enquiries.
* Making appointments and arranging travel and accommodation.
* Writing reporting and briefing papers and making presentations.
* Dealing with incoming emails, faxes and post.
* Producing board meeting papers, agendas, and facilities for meetings.

**Executive Secretary, ADGECO Group of Companies**

**Abu Dhabi, U.A.E. May-2008 – May-2010)**

* Took telephone calls and relayed messages
* Maintained diaries and arranged appointments
* Typed documents and manage filing activities
* Organized meetings and prepared agendas and materials
* Handled correspondence
* Coordinate with various staff for operational support activities of the unit,
* Serve as a liaison between departments and operating units in the resolution of day-to-day administrative and operational problems.
* Provide administrative/secretarial support for various departments/divisions such as answering telephones, assisting visitors and resolving a range of administrative problems and inquiries. Operate desktop computer to compose and edit correspondence and memoranda from dictation, verbal direction and from knowledge of policies of established departments/divisions; prepare, transcribe, compose, type, edit and distribute agendas and minutes of numerous meetings.
* Schedule and coordinate meetings, interviews, appointments, events and other similar activities for supervisors, which also include travel and lodging arrangements.

**Administrative Assistant**: **I-CONTACTS Corporation (A SMART Communications subsidiary): Prepaid, Postpaid Operations and Internet: Philippines.**

**Oct, 2005- April, 2006**.

* Job specific tasks include daily routine correspondence, paperwork, record and keeping office management and responsibility for information systems.
* Deal with other staff or visitors, on phone or in person.
* Address after-sales concerns, complaints, and inquiries of clients (foreign and local) via phone, text messaging service, and on-line facilities.Cater to inbound and outbound transactions.Cross -sold the company’s products and services.
* Coordinate with pertinent sectors within and outside the company to resolve the client’s concerns. Task’s to be the Postpaid Inbound Hotline’s officer-in-charge. Task’s to document pertinent data for the group’s over-all evaluation.
* Interpreted and assessed the client’s billing concerns.

**EDUCATION**

Business Administration (Yr. Graduated 2004)

University of Visayas, Cebu City, Philippines

Secretarial Training (Nov. 2008)

Areef Computer Institute

Abu Dhabi, United Arab Emirates

**RELATED CAPABILITIES** • Dynamic organizational skills • Exceptional leadership qualities • Ability to work on own initiative • Capability of communicating effectively.