**First Name of Application CV No 217914**

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| **Objective** |

To contribute strong business growth along with unique drive for excellence and success. Further, to build and develop strong leadership and interpersonal skills as well as a highly applicable experience to your firm.

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| **Professional Profile** |

* Highly organized self-starter with effective customer-service skills and demonstrated ability to manage technical aspects.
* Resourceful, creative, problem-solver with proven aptitude to analyze and translate complex customer requirements and business problems/implement innovative custom solutions.
* Possess clear vision for success with aptitude to establish goals, develop strategies, and engage with internal and external customers.
* Goal-driven professional with 8 years of purchasing / logistics and administration experience and expertise.
* Make real time decisions and resolve in a way that propels innovation and growth.
* Highly effective verbal and written communicator who is fluent in English and average Arabic.
* Energetic, competitive achiever who can inspire and motivate others**.**

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| **Professional Experience** |

**Logistics Coordinator - Department of Tourism and Commerce Marketing 2003 - Present**

* Reports direct to Manager Purchase.
* Promote & sustain the image of DTCM as the leading business destination.
* To achieve the individual service quality standards for effective and efficient performance
* Assist in the implantation of logistics strategies
* Assist in resolving specific defaults transactions on requests
* Backup for registration data entry
* Responsible for generating registration reports
* Responsible for registration reconciliation
* Keep office schedule and send daily e-mail schedule updates
* Receive incoming shipments
* Receive guests / Suppliers
* Primary office contact for conference inquiries (registration, logistics, etc)
* Business packet mailing
* Serve on Conference Team and provides primary administrative support for team projects.
* Team note taking
* Conference Follow-up
* Conference Logistics
* Conference Supplies
* Shipping
* Liaise with warehouse for shipment arrangement
* Ensure co-ordination between suppliers and customers
* Assist Department Manager on shipment related matters
* Prepare trade documentation (invoices, packing list, delivery orders and others related duties)
* Handle export shipment, LC negotiation and C/O application
* Arranges shipment of requested items, goods or merchandise
* Computer proficiency
* Some background experience in purchasing, inventory control, transportation and warehousing functions is needed

**Supervisor –Security/Administration, Department of Tourism and Commerce Marketing, 2001-2003**

* Oversees, instructs and coordinates the activities of Security Attendants
* Monitors and arranges shift activities according to schedule requirements and staff availability. Establishes and coordinates work schedules and post coverage
* Makes necessary changes to schedules in the event of unexpected absences. Reviews, coordinates and may authorize requests for time off and use of casual employees
* Conducts inspections of various security posts to ensure on-duty Security Attendants are properly performing their assigned tasks
* Maintains a security blotter of all activities and incidents occurring during the shift
* Assists in the recommendation, development and implementation and enforcement of improvements to systems and procedures. Maintains close liaison with on-duty personnel
* Serves as a principal source of information on rules and procedures governing security and parking operations
* Provides relief for Security Attendants
* Performs clerical functions incidental to security and parking activities
* Meet federal and customer specified requirements for safeguarding classified documents and facilities
* Provide plant and facility protection to safeguard company assets

**Security Administration Division, Department of Tourism Commerce Marketing 1999 to 2001**

* **Making Decisions and Solving Problems**
* **Documenting/Recording Information Getting Information**
* **Monitor Processes, Materials, or Surroundings**
* **Identifying Objects, Actions, and Events**
* **Communicating with Supervisors, Peers, or Subordinates**
* **Resolving Conflicts and Negotiating with Others**
* **Performing for or Working Directly with the Public**
* **Inspecting Equipment, Structures, or Material**
* **Establishing and Maintaining Interpersonal Relationships**

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| **Achievements** |

* Student’s I. T. Expo (1998)
* Certificate of Appreciation & Gratitude, DTCM, 2000
* ISO 9002 Certification, DTCM
* Training Certification for Lifesaver Basic and Emergency Aid Course, MOH, 2000
* Tourist Guide Course 2008 (Licensed)

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| **Education** |

Tertiary: **Computer Programming and Operation (2 years course)**

STI Computer Education, Bacoor Philippines

Secondary: Pioneer’s Modern School, Sharjah – UAE, 1995

Primary: Paaralang Elementarya ng Molino, Philippines, 1991

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| **Personal Background** |

Age: **36 years old**

Status: **Married.**

Language Spoken: **English, Arabic & Tagalog**

Date of Birth: **June 23, 1978**