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**WILMARIE**

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**Summary of Qualification**

With almost 7 years of total work experience in Dubai, Uae in different field such as Sales, Customer service and Office Administrator with a demonstrated history working in Executive office industry.

Proved ability to handle and manage work environment. Possesses effective organizational skills in addition to willingness to work above and beyond the call of duty.

**WORK EXPERIENCE**

1. **Executive Assistant cum Admin – ATS SHIPPING LLC (JAFZA), Dubai Uae (March 2017 – August 2017)**

* Assist and support CEO and in all activities.
* Manage CEO and his family’s requirements include visa application, travel arrangements, hotel accommodations, medical and life insurance applications, renewals and reimbursements.
* Handling and managing the CEO properties (Villas & Apartments), coordinate with the tenants and agents for rents, renewal & maintenance works.
* Arrange CEO’s vehicle for servicing, renewals of registration, insurance & driving license.
* Manage the diaries of the CEO, includes liaising with numerous staff and other individuals.
* Attend important meetings with the Executives and Managers, take detailed minutes of meetings and circulate to all attendees.
* Manage company insurance includes application, registrations and renewals, coordinating with insurance company.
* Focal point for Cargo, Vehicle & Medical claims.
* Responsible to ensure that various reports are send to management on time by concern departments or individuals.
* Arranging flights and hotel accommodation for the team.

1. **Group Admin Support – Towershare Management Limited (DIFC), Dubai Uae**

**(Dec 2015 – Feb 2017 )**

* Managing the day to day operations in the office.
* Coordinate with the suppliers for the quotations, purchasing, deliveries and follow ups pending orders.
* Perform general clerical duties to include but not limited:photocopying,scanning,mailing & filling.
* Arranging flights & hotel accommodation for the team.
* Arranging meeting schedules for the team, sending a calendar invitations whenever they have a zoom or conference call & personal meetings.
* Liaise with DIFC regarding the office facilities issues, maintenance, license and ensure that the company is compliant.
* In-charge for application renewal and reimbursement for Medical Insurance
* Arranging courier for delivery
* Responsible in maintaining the record and filling of the NDA’s (Non-disclosure agreement), employees file and visitor’s access card.
* Preparing the monthly report for mobile consumption of the employees, telephone & internet bills, monthly invoices of their flights and monthly invoices of the courier and forwarding to finance department to process the payment.
* Undertake the task of receiving calls, take messages and routing correspondence.

**HR ASSISTANT**

* Support HR in all activities and coordinating with PRO.
* Support in registering the employees on DIFC portal, fil up the forms, upload the supporting documents online for Visa processing.
* Compile and update records of the employees (hard & soft copy)
* Preparing memos and circulars for employees related to holidays, unauthorized absence and other disciplinary actions.
* Preparing appointment letter for new employee.
* Administers Medical Insurance to be approved by top management
* Tracking leave application & attendance of the employee.
* Preparing salary certificates, pay slips and other correspondence letters.
* Arranging flight tickets of the employees.
* Assist in payroll preparation by providing relevant data and forwarding it to the Accounts department.

1. **Admin Receptionist – The Energy House Diesel Trade, Dubai Uae (Feb 2013- Feb 2015)**

* Welcome visitors by greeting them in person or in the telephone and answering their queries.
* In-charge of maintaining the company records and documents.
* Assumes all responsibilities with regards to daily business operation.
* Preparing business letters.
* Handles transactions through banks.
* Preparing monthly payroll.
* Responsible for typing memos, reports and other correspondence.
* Create and modify documents using Microsoft Office.
* Preparing and sending quotations to client.
* Receiving and monitoring the LPO of the clients.
* Coordinate to the supplier for the supply of the products

1. **Senior Sales Associate – Forever 21 Shop, Dubai Uae (Mar 2010 – Nov 2012)**

* Greeting and welcoming customers who enter the shop.
* Ensure high level of customers’ satisfaction through excellent sales service.
* Assisting shoppers to find the items that they’re looking for.
* Team up with co-workers to ensure proper customer service.
* Build productive trust relationship with customers.
* Being responsible for processing cash and card payments.
* Responsible for security within the store and being the lookout for shoplifters.
* Keeping the store tidy and clean all the time.
* Keeping up to date with special promotions and putting up displays.
* Prepare the daily sales at the end of the shift.

1. **Front Desk Receptionist – HCG Residence Hotel, Albay Philippines (Jun 2008 – Dec 2009)**

* Greet guest and patrons as they arrive and ask them if they have prior booking.
* Handles the registrations of the guest’s check-in and check-out process.
* Operate hotel switchboard, take calls and provide information upon queries.
* Answer queries regarding the hotel services, charges, dining facilities and travel directions.
* Take reservations over the phone, thru emails or in person.
* Compute bills and take payment upon guests check-out.
* Balance cash at the end of the shift and generate accounting report for the benefit of the next shift.

**Educational Background:**

2004-2008: College Level (Course: Bachelor of Science in Tourism)

2000-2004: High School Graduate

**Skills:** Microsoft Office advance experience, Fluency in English written and spoken, Organized and structured, Self motivated, Ability to work in diverse community

**Personal Information:**

Age: 30 years old

Gender: Female

Citizenship: Filipino

Marital Status: Single