**MONALINA**

[**MONALINA.362291@2freemail.com**](mailto:MONALINA.362291@2freemail.com)



**CAREER OBJECTIVES**

* To service a position of sound responsibility, dynamic and progressive nature, which will further enhance interpersonal skills and abilities.
* To be a member of a well-established company/institution that will provide opportunities for a sustained career development, competitive compensation package commensurate to the capabilities and work experience, plus the ability to perform management and leading skills.

**SKILLS AND OTHER QUALIFICATIONS**

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* Professional Career Service Exam. Passer/ Sub-professional Career Service Exam. Passer
* Distance Learning Program. on Personnel Administration Passer
* Real Prop. Tax Administration Computer Program Trainee
* Leave Administration Course Attendee
* Computer Literate / Typing Skill/Legal Forms Formatting
* Correspondence Composition/ Filing & Book Keeping/Payroll Preparation
* Contracts/Agreement/Deeds/Pleadings & Instruments Preparation/Interpretation

**HIGHEST EDUCATIONAL ATTAINMENT**

1996 – 2000 **AQUINAS UNIVERSITY**

**Legazpi City**

**Bachelor of Science in Laws (Llb.)**

**Post Graduate Course**

1986-1988/1990-1993 **AQUINAS UNIVERSITY**

**Legazpi City**

**Bachelor of Arts Major in Political Science**

**WORK HISTORY**

**SOURCE PROPERTIES REAL ESTATE**

**Dubai UAE**

Dec. 2014- March 2016 **Position: ADMINISTRATIVE ASSISTANT**

**Job Description:**

* Attends to clients' queries through phone calls and e-mails
* Coordinates with the real estate brokers regarding property availabilities
* Composes business correspondence/letters
* Acts as PRO for trade license/visa renewal and application
* Attends to bank matters
* Any other administrative works as assigned from time to time by the GM

**COVERING MIDLE EAST, IND.**

**Burj Khalifa Dist., Business Bay**

**Dubai, UAE**

January 21, 2009- December 31, 2013 **Position : SALES**

**ADMINISTRATOR**

**Job Description:**

* Manages schedules for the sales team and generates reports and revenue data
* Creates sales documents and proposals
* Supports the project team by ensuring that the people and resources devoted to reaching a goal (which is project completion) are used appropriately.
* Handles customers and prioritizes customers’ requests
* Manages purchases, shipment/deliveries and documentation of supply and orders
* Supervises labourers in the factory and at site
* Prepares WPS/payroll, stock inventory and other PRO related works

**PRISMA WINDOWS & DOORS/SPACE FRAME, LLC.**

**Jebel Ali, Industrial Area Dubai, UAE**

July 2007 – December 31, 2008 **Position : PAYROLL ASSISTANT**

**Job Description:**

* Responsible for timely & accuracy in payroll processing
* Reviews attendance system and taking attendance data for payroll
* Processing of employees’ related payments like leave salary/gratuity and cash advances
* Reconciliation of staff advances & salary deductions
* Other duties assigned by the Chief Accountant/Financial Group Controller

October 17, 2006 – July, 2007 **Position : PRODUCTION CLERK**

**Job Description:**

* Prepares delivery notes/quotations/inquiries
* Summarizes invoices for payment purposes
* Prepares labour payroll
* Maintains projectfiles

**COVERING MIDLE EAST, LLC.**

**Aud Metha, Kara Dubai, UAE**

June 2004-June 2005 **Position : SECRETARY cum SALES**

**ADMINISTRATOR**

**Job Description:**

* Prepares Quotations/Payroll/Sales, Report and business communications/correspondence
* Attends to customers’ orders and requests/complaints
* Orders materials from various suppliers; local and abroad
* Arranges agencies/companies for custom clearing; e.g. warehouse keeping, delivery of materials, shipment, etc.
* Supports the sales and project teams
* Makes sales through telephone as initial approach in selling
* Attends to bank matters; e.g. cash/check deposits and withdrawals, money transfer (collection & payment)
* Creates/maintains employees’ personnel file

**OFFICE OF THE PROV’L. ASSESSOR**

**Sorsogon, Philippines**

January 2001- October 15, 2008 **Position : TAX MAPPER**

**Job Description:**

* Ties up property lots with their lot numbers from base map
* Assists clients in locating property lots from Property Identification Maps
* Conducts Chaining and Tax Mapping Operations
* Delineates Property Boundaries

**OFFICE OF THE PROV’L. ATTORNEY**

**Sorsogon, Philippines**

January 2000-January 2001 **Position : LEGAL AIDE**

**Job Description:**

* Prepares contracts, memoranda of agreement and pleadings
* Assists the Prov’l. Attorney during court appearances/representations
* Acts as Legal Counsel in the absence of the Prov’l. Attorney

**OFFICE OF THE PROV’L. ASSESSOR,**

**Sorsogon, Philippines**

September 1995- January 2000 **Position : ASSM’T.CLERK**

**Job Description:**

* Files Tax Declarations
* Assigns/cancels new numbers to transacted/approved Tax Declarations
* Prepares communications and transmittals/Front line service

**PROV’L. LEGISLATIVE OFFICE,**

**Sorsogon , Philippines**

June 1994-August 1995 **Position : LEGAL AIDE**

**Job Description:**

* Drafts local resolutions
* Acts as facilitator during sessions
* Coordinates with various legislative committees for legislation purposes

**TRAININGS & SEMINARS ATTENDED**

**PERSONAL BACKGROUND**

Born in Sta. Magdalena, Sorsogon, Philippines. A good swimmer and loves to read and jog. With excellent time management and communication skills, as well as the ability to handle projects and priorities. Highly organized, determined, independent, resourceful, sincere, enthusiastic, very creative and hardworking.

**Expiration Date: 14 February 2023**

**Visa Status : On Visit Visa**