

**MARZANDRA**

[**MARZANDRA.364132@2freemail.com**](mailto:MARZANDRA.364132@2freemail.com)

**Objective**

Seeking a position in a professional company that fits into my qualifications and experience.

**Profile Statement**

An experienced secretary who is both professional and trustworthy. Known as a hard worker committed to the efficient completion of challenging projects within deadlines. A conscientious worker who is always willing to go for extra mile. A strong administrative background coupled with excellent computer skills facilitates the provision of complete secretarial support. A self-motivated worker who is able to communicate effectively at all levels.

**Work Experience**

**Secretary**

Al Falah Security Services - Abu Dhabi, UAE

July 2015 to present

* Reporting directly to the General Manager
* Drafts e-mails and letters for the General Manager
* Schedule Meetings
* Prepares Proposals for Security & Lifeguarding Services
* Prepares Security Services Tenders (submitted by hand & online)
* Prepares Service Agreement for Clients
* Prepares and updates company profile
* Files and updates client files (Service Agreement / Correspondences / Etc.)
* Maintains the contract master list
* Coordinates with clients
* In-charge for online vendor registration
* Handles RFQ and Contract for ERP (Ramco)

**Office Assistant**

Primer Group of Companies (LTS Luggage Trading & Services LLC) – Manila, Philippines January 2015 to June 2015

* Supports operations and sales function and office operations and requirements
* Prepares and updates Business Plan / Weekly Sales Update
* Assists in the preparation of the Monthly Quota
* Coordinates with other departments
* Manages after sales concerns
* Supervise repairmen and repair warehouse
* Coordinates with customers / principals
* Spare Parts Monitoring
* Update reports such as Defective Product Claims, Repair Update, etc

**Operations Assistant**

Primer Group of Companies (LTS Luggage Trading & Services LLC) – Manila, Philippines January 2012 to June 2014

* Supports operations and sales function and office operations and requirements
* Prepares and updates report for Sales Update, Monthly Executive Summary, Monthly Business Meeting, Business Plan and those needed by the Management
* Assists in the preparation of the Monthly Quota
* Coordinates with Design & Construction for store construction and development
* Coordinates with the Administration for Work & Purchase Orders and Facilities & Vehicle Reservation
* Files and updates contract and other legal documents
* Prepares Minutes of the Meeting
* Coordinates with stores for PO requirements and monitors that all deliveries are on time
* Creates Dummy POAS and DR for stores
* Summarize and monitors Expense Summary Report of stores
* Updates / uploads Customer Relation Management and Store Visitors’ Log sheet of stores
* Run Monthly Sales via Custom Prog
* Assists in Site Creation and Salesman Code Request
* Interview store personnel

**Education**

* **Bachelor of Arts Major in Mass Communication**

Far Eastern University, Sampaloc, Manila 2007 – 2011

**Core Competencies**

* Fast learner and willing to be trained in different fields of work
* Can work with minimum supervision and under pressure
* Organizational and planning skills.
* Good communication skills
* Data collection and management
* Resourceful and creative
* Attention to detail
* Confidentiality
* Multi – tasking
* Initiative
* TOEIC Exam Passer (2008)
* Basic Knowledge in Adobe Photoshop / Adobe Premiere / Corel Video Studio
* Excellent English spelling and grammar skills
* Computer Literate (Microsoft Office)

**References**

Available on request