**Shierry**

**Shierry.367088@2freemail.com**

**PROFILE**

Result oriented, young and energetic professional with proven work experience in the United Arab Emirates. Effective communicator with excellent interpersonal skills and has an ability to adapt in a cross cultural and competitive environment. Possesses a strong work ethic and is motivated, a hard worker and quick learner.

**STRENGTHS**

 **+** Free Zone PRO Formalities (DCCA) **+** Organizational Skills

 **+** Computer Literacy **+** Interpersonal and communication skills

 **+** Multitasking + Team Player

**EDUCATIONAL BACKGROUND**

 Computer Technology

PSTC, Caloocan City, Philippines, 1999-2001

**WORK EXPERIENCE**

**Receptionist/Administrative Assistant /PRO March 2010 – 15th July 2016**

VoiceTrust eServices MENA FZ LLC - Dubai Internet City, Dubai, United Arab Emirates.

* Attend to visitors and deal with inquiries on the phone and face to face.
* Supply information regarding the organization to the general public, clients and customers.
* Responsible for distribution of all correspondence, including faxes, emails and mail.
* Assist in general administrative and clerical support and maintaining the reception area.
* Petty Cash Management. Monthly Cash Flow, Bank Reconciliation, Preparing Staff Salary & Supplier Payment.
* Coordinate inbound and outbound logistics with multiple couriers.
* Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories.
* Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
* Manages employee visas, health insurance and leave schedules.
* Co-ordinates travel arrangements for employees and guests.
* Assists the HR Manager/Finance Manager & Office Manager with administrative duties such as paying salary, suppliers and managing Company & General Manager Credit Card Payment
* Administrative support for CEO & COO.

**Company Secretary/PRO April 2008 - June 2009**

Hyundai Mobile FZ LLC – Dubai Internet City, Dubai, United Arab Emirates

* Manage all the administrative duties efficiently including basic correspondence, office communication, quotations, daily enquiries and personnel matters.
* Handle the front office, attend incoming calls and divert responses to concerned.
* Responsible for distribution of all email, sort and distribute incoming correspondence, including faxes, emails and mails.
* Coordinate for inbound/outbound logistics.
1. Follow up with forwarder the status of shipment.
2. Sample dispatch and maintaining the record of it.
* Responsible for visa applications for staff and guests.
* Travel arrangements, airline tickets & hotels bookings.
* Assisting the General Manager in all office tasks/handling schedule and appointments/handling meetings/follow up General Manager’s request, taking care of the confidential files and documents.
* Responsible for office files and supply, maintaining the documents accordingly.

**Sales Executive January 2008 – March 2008**

Sweet Corn Gen. Trad. LLC - Deira, Dubai United Arab Emirates.

* Selling products & refreshments
* Responsible for daily sales report to be submitted to the manager in-charge.
* Responsible for store supply.

**Sales Executive/ Committee December 2007- January 2008**

Dubai Shopping Festival Dubai United Arab Emirates.

* Selling raffle ticket by cash or credit card and making report of total ticket sold daily.
* Responsible for assigned booth and reporting daily sales

**Receptionist/Secretary March 2005 – May 2006**

Al Arz Catering Co. L.L.C. - Sharjah United Arab Emirates.

* Responsible for office supply
* Encoding of daily report sales
* Responsible for updating staff files.
* Responsible for the office work, office supply, calls and receiving orders from different hotels, Supermarket and establishment.
* Responsible for daily inventory or stocks
* Administrative support for General Manager.

**Sales Executive January 2004 – June 2004**

SM North Edsa Manila Philippines

* Responsible for daily inventory or stocks
* Arrange and replenish the display
* Making daily sales report
* Assisting customer needs

**Encoder**

Innodata Manila Philippines **June 2001 – December 2001**

* Encoding given data to computer
* Updating the files daily

**IT SKILLS:**

MS Office (MS Word, Excel, Power Point, Visio, Internet & E-mail Applications) & QuickBooks.

**TRAINIGS:**

Financial and management accounting 29th October 2014 – 3rd February 2015

Zabeel International Institute of Management & Technology

**UAE Driving License: Valid till 10th June 2023**

**Under Husband’s Visa: Valid till 05th September 2018**