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MICHELLE



Mobile: C/o 971505891826

Visa Status: Employment Visa

E-mail: michelle.377049@2freemail.com

OBJECTIVE:

Seeking a challenging job in which I will be able to utilize my skills and Allow for professional growth and development.

APPLIED POSITIONS:

* Personal Assistant
* Accounts Assistant
* Document Controller
* Invoice Coordinator
* Secretary/Clerk
* Administrative Officer
* Receptionist

## EDUCATIONAL ATTAINMENT:

COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

June 2003 – March 2007 Major in FINANCIAL AND MANAGEMENT ACCOUNTING

 College of the Holy Spirit

 Tarlac City, Philippines

TRAININGS / SEMINARS:

On-Job Training Philippines National Bank

 Tarlac City, Philippines

 Aug. 2006 – Feb. 2007

PROFESSIONAL EXPERIENCE: 10 years & 1 months (9 years in UAE)

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| Jun. 2013 – Present: | Kele Contracting L.L.C (Dubai, UAE) |
| Position:  | Contracts & Personal Assistant (Feb. 2017 – Present)Personal Assistant / Document Controller (Jun. 2013 – Jan.2017) |
| Project Name:Project Name:Project Name:Responsibilities: | Cipriani Restaurant Emaar BoulevardConsist of Ground Floor, First Floor and RoofMediclinic City Hospital – North WingConsist of 3 Basements, Ground Floor and 6 FloorsInjazzat Commercial BuildingConsist of 3 Basements, Ground Floor and 12 Floors |

Head / Main Office

* Reporting to the Commercial Director
* Assist in Preparation of Contracts
* Prepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.
* Follow-up Contracts with Subcontractors
* Coordinating between Accounts & Subcontractors for Payment
* Checking Receipts against Site Claim Petty Cash

Site Office

* Reporting to the Project Manager.
* Receive, direct and relay telephone messages and fax messages.
* Preparing Petty Cash Summary, Purchase Order Request, etc.
* Encodes all data in the preparation of daily, weekly, and monthly reports.
* Typing of all correspondence, and filing of records, handling of incoming and outgoing mails.
* Maintain the general filing system and file all correspondence.
* Assist in the planning and preparation of meetings, conferences and conference telephone calls.
* Maintaining the Register Log
* Preparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.
* Proper coordination with other site offices and subcontractors.

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| Jan. 2013 – Jun. 2013: | Miami Contracting L.L.C (Dubai, UAE) |
| Position:  | Personal Assistant cum Secretary |
| Responsibilities: |  |

* Reporting to the Project Manager/Managing Partner.
* Receive, direct and relay telephone messages and fax messages.
* Processes leave applications and overtime, daily updating of manpower attendance.
* Encodes all data in the preparation of daily, weekly, and monthly reports.
* Typing of all correspondence, and filing of records, handling of incoming and outgoing mails.
* Maintain the general filing system and file all correspondence.
* Assist in the planning and preparation of meetings, conferences and conference telephone calls.
* Maintain an adequate inventory of office supplies.
* Respond to public inquiries.
* Provide word-processing and secretarial support.
* Type confidential documents in a word processing system.
* Performed tasks being assigned.
* Applying NOC’S, Inspection, etc. in the Dubai Municipality Site.
* Preparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.
* Proper coordination with other site offices and subcontractors.

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| Jun. 2012 – Oct. 2012: | Al Bonian International – MEP Maintenance (Dubai, UAE) |
| Position:  | Invoice Coordinator / Document Controller |
| Responsibilities: |  |

* Checking all the reports prepared by the technicians.
* Invoicing all the reports on a daily basis.
* Monthly dispatched of invoices.
* Preparing Profit & Loss, Petty Cash & LPO.
* Monitoring the job done by the technicians.
* Receive, direct and relay telephone messages and fax messages.
* Processes leave applications and overtime, daily updating of manpower attendance.
* Encodes all data in the preparation of daily, weekly, and monthly reports.
* Typing of all correspondence, and filing of records, handling of incoming and outgoing mails.
* Maintain the general filing system and file all correspondence

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| Aug. 2008 – May 2012: | Gustav Pegel & Sohn LLC |
| Position:  | Document Controller / Project Manager Personal Assistant |
| Project Name: | Air Arabia Centro Hotel |
|  | Consists of Ground Floor and Four Storey Building. |
| Project Value: | 190,500,000 AED |
| Project Name: | Air Arabia Studio Apartment (1) & (2) |
|  | Consists of 1 Basement & 1 Floor |
| Project Value: | $ 14,817,880 USD |
| Project Name: | Emirates Bank International Building |
|  | Total Built-up Area Around 39,000m², Consist of One Basement and 24 Floors. |
| Project Value: | $ 30,000,000 USD |
| Project Name: | Salem Abdullah Salem Tower |
| Project Value: | 200,000,000 AED |

Responsibilities:

* Reporting to the Project Manager/Managing Partner
* Scanning & placing of soft and hard copies.
* Updating correspondences summary sheets and all other related documents.
* Proper formatting of soft copies of summary sheets.
* Back up of GPS files.
* Handling & making copies of company profiles, brochures, company briefs, QA/QC plan, safety plan etc.
* Updating GPS catalogue summary sheets.
* Internal distribution of all incoming /outgoing correspondences.
* Entering the site pictures in to server by daily basis.
* Assisting the Material Engineer.
* Preparing Petty Cash Summary, Purchase Order Request, etc.
* Checking the time sheet prepared by time keeper.
* Preparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.
* Proper coordination with other site offices and subcontractors.
* Monitoring the site office needs such as office supplies, pantry, Etc.
* Screening telephone calls, inquiries and request.

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| Mar. 2008 – Aug. 2008: | EL ALFY Marble and Granite Company (Sharjah, UAE) |
| Position:  | Office Secretary Cum Receptionist/ Assistant Administrative Clerk  |
| Responsibilities: |  |

* Receive, direct and relay telephone messages and fax messages.
* Processes leave applications and overtime, daily updating of manpower attendance.
* Encodes all data in the preparation of daily, weekly, and monthly reports.
* Typing of all correspondence, and filing of records, handling of incoming and outgoing mails.
* Maintain the general filing system and file all correspondence
* Assist in the planning and preparation of meetings, conferences and conference telephone calls
* Maintain an adequate inventory of office supplies
* Respond to public inquiries
* Provide word-processing and secretarial support
* Type confidential documents on a word processing system
* Performed tasks being assigned.

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| May. 2007 – Nov. 2007: | International Wiring System Phils. Corp. (Tarlac, Phils) |
| Position:  | Office Secretary Cum Receptionist/ Assistant Administrative clerk |
| Responsibilities: |  |

* Receive, direct and relay telephone messages and fax messages.
* Processes leave applications and overtime, daily updating of manpower attendance.
* Encodes all data in the preparation of daily, weekly, and monthly reports.
* Typing of all correspondence, and filing of records, handling of incoming and outgoing mails.
* Maintain the general filing system and file all correspondence
* Assist in the planning and preparation of meetings, conferences and conference telephone calls
* Maintain an adequate inventory of office supplies
* Respond to public inquiries
* Provide word-processing and secretarial support

## SKILLS:

* Bookkeeping skills
* Decision making skills
* Effective verbal and listening communications skills
* Computer skills including the ability to operate computerized
* Accounting, spreadsheet and word processing programs.
* Highly proficient level

HIGHLIGHTS OF QUALIFICATION:

* Communicates well (Oral & written – English, Pilipino)
* Extremely productive in a high volume, high stress environment
* Can work in a minimum supervision and a fast learner
* Able to direct & decision makings
* Patient, confident and committed in working with people
* Computer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel)

## PERSONAL INFORMATION:

Date of Birth : May 23, 1985

Place of Birth : Maliwalo Tarlac City, Philippines

Civil Status : Single

Citizenship : Filipino

Religion : Christian

MICHELLE

(Applicant)