

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |

[MICHELLE](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))

[](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))

[Mobile: C/o 971505891826](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))

[Visa Status: Employment Visa](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))

[E-mail: michelle.377049@2freemail.com](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))

[OBJECTIVE:](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))

[Seeking a challenging job in which I will be able to utilize my skills and Allow for professional growth and development.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))

[APPLIED POSITIONS:](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))

* [Personal Assistant](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Accounts Assistant](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Document Controller](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Invoice Coordinator](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Secretary/Clerk](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Administrative Officer](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Receptionist](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))

## [EDUCATIONAL ATTAINMENT:](mailto:MICHELLE Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING College of the Holy SpiritTarlac City, Philippines TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL EXPERIENCE: 10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position: Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position: Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition: Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position: Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion :ChristianMICHELLE (Applicant))

[COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))

[June 2003 – March 2007 Major in FINANCIAL AND MANAGEMENT ACCOUNTING](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))

[College of the Holy Spirit](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))

[Tarlac City, Philippines](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))

[TRAININGS / SEMINARS:](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))

[On-Job Training Philippines National Bank](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))

[Tarlac City, Philippines](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))

[Aug. 2006 – Feb. 2007](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))

[PROFESSIONAL EXPERIENCE: 10 years & 1 months (9 years in UAE)](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))

|  |  |
| --- | --- |
| [Jun. 2013 – Present:](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant)) | [Kele Contracting L.L.C (Dubai, UAE)](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant)) |
| [Position:](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant)) | [Contracts & Personal Assistant (Feb. 2017 – Present)](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))  [Personal Assistant / Document Controller (Jun. 2013 – Jan.2017)](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant)) |
| [Project Name:](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))  [Project Name:](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))  [Project Name:](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))  [Responsibilities:](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant)) | [Cipriani Restaurant Emaar Boulevard](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))  [Consist of Ground Floor, First Floor and Roof](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))  [Mediclinic City Hospital – North Wing](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))  [Consist of 3 Basements, Ground Floor and 6 Floors](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))  [Injazzat Commercial Building](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))  [Consist of 3 Basements, Ground Floor and 12 Floors](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant)) |

[Head / Main Office](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))

* [Reporting to the Commercial Director](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Assist in Preparation of Contracts](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Prepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Follow-up Contracts with Subcontractors](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Coordinating between Accounts & Subcontractors for Payment](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Checking Receipts against Site Claim Petty Cash](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))

[Site Office](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))

* [Reporting to the Project Manager.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Receive, direct and relay telephone messages and fax messages.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Preparing Petty Cash Summary, Purchase Order Request, etc.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Encodes all data in the preparation of daily, weekly, and monthly reports.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Typing of all correspondence, and filing of records, handling of incoming and outgoing mails.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Maintain the general filing system and file all correspondence.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Assist in the planning and preparation of meetings, conferences and conference telephone calls.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Maintaining the Register Log](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Preparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Proper coordination with other site offices and subcontractors.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))

|  |  |
| --- | --- |
| [Jan. 2013 – Jun. 2013:](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant)) | [Miami Contracting L.L.C (Dubai, UAE)](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant)) |
| [Position:](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant)) | [Personal Assistant cum Secretary](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant)) |
| [Responsibilities:](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant)) |  |

* [Reporting to the Project Manager/Managing Partner.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Receive, direct and relay telephone messages and fax messages.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Processes leave applications and overtime, daily updating of manpower attendance.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Encodes all data in the preparation of daily, weekly, and monthly reports.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Typing of all correspondence, and filing of records, handling of incoming and outgoing mails.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Maintain the general filing system and file all correspondence.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Assist in the planning and preparation of meetings, conferences and conference telephone calls.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Maintain an adequate inventory of office supplies.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Respond to public inquiries.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Provide word-processing and secretarial support.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Type confidential documents in a word processing system.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Performed tasks being assigned.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Applying NOC’S, Inspection, etc. in the Dubai Municipality Site.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Preparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Proper coordination with other site offices and subcontractors.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))

|  |  |
| --- | --- |
| [Jun. 2012 – Oct. 2012:](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant)) | [Al Bonian International – MEP Maintenance (Dubai, UAE)](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant)) |
| [Position:](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant)) | [Invoice Coordinator / Document Controller](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant)) |
| [Responsibilities:](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant)) |  |

* [Checking all the reports prepared by the technicians.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Invoicing all the reports on a daily basis.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Monthly dispatched of invoices.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Preparing Profit & Loss, Petty Cash & LPO.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Monitoring the job done by the technicians.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Receive, direct and relay telephone messages and fax messages.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Processes leave applications and overtime, daily updating of manpower attendance.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Encodes all data in the preparation of daily, weekly, and monthly reports.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Typing of all correspondence, and filing of records, handling of incoming and outgoing mails.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Maintain the general filing system and file all correspondence](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))

|  |  |
| --- | --- |
| [Aug. 2008 – May 2012:](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant)) | [Gustav Pegel & Sohn LLC](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant)) |
| [Position:](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant)) | [Document Controller / Project Manager Personal Assistant](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant)) |
| [Project Name:](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant)) | [Air Arabia Centro Hotel](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant)) |
|  | [Consists of Ground Floor and Four Storey Building.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant)) |
| [Project Value:](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant)) | [190,500,000 AED](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant)) |
| [Project Name:](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant)) | [Air Arabia Studio Apartment (1) & (2)](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant)) |
|  | [Consists of 1 Basement & 1 Floor](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant)) |
| [Project Value:](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant)) | [$ 14,817,880 USD](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant)) |
| [Project Name:](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant)) | [Emirates Bank International Building](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant)) |
|  | [Total Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant)) |
| [Project Value:](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant)) | [$ 30,000,000 USD](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant)) |
| [Project Name:](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant)) | [Salem Abdullah Salem Tower](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant)) |
| [Project Value:](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant)) | [200,000,000 AED](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant)) |

[Responsibilities:](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))

* [Reporting to the Project Manager/Managing Partner](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Scanning & placing of soft and hard copies.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Updating correspondences summary sheets and all other related documents.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Proper formatting of soft copies of summary sheets.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Back up of GPS files.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Handling & making copies of company profiles, brochures, company briefs, QA/QC plan, safety plan etc.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Updating GPS catalogue summary sheets.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Internal distribution of all incoming /outgoing correspondences.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Entering the site pictures in to server by daily basis.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Assisting the Material Engineer.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Preparing Petty Cash Summary, Purchase Order Request, etc.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Checking the time sheet prepared by time keeper.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Preparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Proper coordination with other site offices and subcontractors.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Monitoring the site office needs such as office supplies, pantry, Etc.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Screening telephone calls, inquiries and request.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))

|  |  |
| --- | --- |
| [Mar. 2008 – Aug. 2008:](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant)) | [EL ALFY Marble and Granite Company (Sharjah, UAE)](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant)) |
| [Position:](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant)) | [Office Secretary Cum Receptionist/ Assistant Administrative Clerk](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant)) |
| [Responsibilities:](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant)) |  |

* [Receive, direct and relay telephone messages and fax messages.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Processes leave applications and overtime, daily updating of manpower attendance.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Encodes all data in the preparation of daily, weekly, and monthly reports.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Typing of all correspondence, and filing of records, handling of incoming and outgoing mails.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Maintain the general filing system and file all correspondence](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Assist in the planning and preparation of meetings, conferences and conference telephone calls](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Maintain an adequate inventory of office supplies](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Respond to public inquiries](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Provide word-processing and secretarial support](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Type confidential documents on a word processing system](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Performed tasks being assigned.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))

|  |  |
| --- | --- |
| [May. 2007 – Nov. 2007:](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant)) | [International Wiring System Phils. Corp. (Tarlac, Phils)](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant)) |
| [Position:](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant)) | [Office Secretary Cum Receptionist/ Assistant Administrative clerk](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant)) |
| [Responsibilities:](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant)) |  |

* [Receive, direct and relay telephone messages and fax messages.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Processes leave applications and overtime, daily updating of manpower attendance.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Encodes all data in the preparation of daily, weekly, and monthly reports.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Typing of all correspondence, and filing of records, handling of incoming and outgoing mails.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Maintain the general filing system and file all correspondence](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Assist in the planning and preparation of meetings, conferences and conference telephone calls](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Maintain an adequate inventory of office supplies](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Respond to public inquiries](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Provide word-processing and secretarial support](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))

## [SKILLS:](mailto:MICHELLE Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING College of the Holy SpiritTarlac City, Philippines TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL EXPERIENCE: 10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position: Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position: Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition: Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position: Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion :ChristianMICHELLE (Applicant))

* [Bookkeeping skills](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Decision making skills](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Effective verbal and listening communications skills](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Computer skills including the ability to operate computerized](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Accounting, spreadsheet and word processing programs.](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Highly proficient level](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))

[HIGHLIGHTS OF QUALIFICATION:](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))

* [Communicates well (Oral & written – English, Pilipino)](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Extremely productive in a high volume, high stress environment](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Can work in a minimum supervision and a fast learner](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Able to direct & decision makings](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Patient, confident and committed in working with people](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))
* [Computer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel)](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))

## [PERSONAL INFORMATION:](mailto:MICHELLE Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING College of the Holy SpiritTarlac City, Philippines TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL EXPERIENCE: 10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position: Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position: Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition: Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position: Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion :ChristianMICHELLE (Applicant))

[Date of Birth : May 23, 1985](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))

[Place of Birth : Maliwalo Tarlac City, Philippines](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))

[Civil Status : Single](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))

[Citizenship : Filipino](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))

[Religion : Christian](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))

[MICHELLE](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))

[(Applicant)](mailto:MICHELLE                                    Mobile: C/o 971505891826Visa Status: Employment VisaE-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 AssistantAccounts AssistantDocument ControllerInvoice CoordinatorSecretary/ClerkAdministrative OfficerReceptionistEDUCATIONAL ATTAINMENT:COLLEGE - Graduated BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION June 2003 – March 2007Major in FINANCIAL AND MANAGEMENT ACCOUNTING              College of the Holy SpiritTarlac City, Philippines                                   TRAININGS / SEMINARS:On-Job TrainingPhilippines National BankTarlac City, PhilippinesAug. 2006 – Feb. 2007PROFESSIONAL  EXPERIENCE:  10 years & 1 months (9 years in UAE)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 FloorsHead / Main OfficeReporting to the Commercial DirectorAssist in Preparation of ContractsPrepare and maintain contracts files for all contracts. Contracts files should be complete and addition information updated.Follow-up Contracts with SubcontractorsCoordinating between Accounts & Subcontractors for PaymentChecking Receipts against Site Claim Petty CashSite OfficeReporting 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 LogPreparing Submittal, RFI, Material Approval, Transmittal, Quotations, Etc.Proper coordination with other site offices and subcontractors.Jan. 2013 – Jun. 2013:Miami Contracting L.L.C (Dubai, UAE)Position:   Personal Assistant cum SecretaryResponsibilities: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.Jun. 2012 – Oct. 2012:Al Bonian International – MEP Maintenance (Dubai, UAE)Position:   Invoice Coordinator / Document ControllerResponsibilities: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 Aug. 2008 – May 2012:Gustav Pegel & Sohn LLCPosition:   Document Controller / Project Manager Personal AssistantProject Name:Air Arabia Centro HotelConsists of Ground Floor and Four Storey Building.Project Value:190,500,000 AEDProject Name:Air Arabia Studio Apartment (1) & (2)Consists of 1 Basement & 1 FloorProject Value:$ 14,817,880 USDProject Name:Emirates Bank International BuildingTotal Built-up Area Around 39,000m², Consist of One Basement and 24 Floors.Project Value:$ 30,000,000 USDProject Name:Salem Abdullah Salem TowerProject Value:200,000,000 AEDResponsibilities:Reporting to the Project Manager/Managing PartnerScanning & 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.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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportType confidential documents on a word processing systemPerformed tasks being assigned.May. 2007 – Nov. 2007:International Wiring System Phils. Corp. (Tarlac, Phils)Position:   Office Secretary Cum Receptionist/ Assistant Administrative clerkResponsibilities: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 correspondenceAssist in the planning and preparation of meetings, conferences and conference telephone callsMaintain an adequate inventory of office suppliesRespond to public inquiriesProvide word-processing and secretarial supportSKILLS:Bookkeeping skillsDecision making skillsEffective verbal and listening communications skillsComputer skills including the ability to operate computerizedAccounting, spreadsheet and word processing programs.Highly proficient levelHIGHLIGHTS OF QUALIFICATION:Communicates well (Oral & written – English, Pilipino)Extremely productive in a high volume, high stress environmentCan work in a minimum supervision and a fast learnerAble to direct & decision makingsPatient, confident and committed in working with peopleComputer knowledge (Internet Surfing, Microsoft Office & Microsoft Excel) PERSONAL INFORMATION:Date of Birth:May 23, 1985Place of Birth:Maliwalo Tarlac City, PhilippinesCivil Status: SingleCitizenship:FilipinoReligion             :ChristianMICHELLE (Applicant))