

Al Rigga

Dubai, UAE

**ABOUT ME**

A double certified of Executive Personal

Assistant & Human Resources recruitment, attaining basic understanding Arabic, won several awards & rewards with success stories proof, having 10 years UAE experience, focusing in Admin, expanded my expertise into HR & finance. Immediate to serve the competence as any expert Admin/Executive Secretary/Office Manager/HR Generalist/Finance Assistant post

**Indonesian-Jakarta**

**C E R T I F I E D E P A & H R - R E C R U I T M E N T** Bachelor of Economics

**Monica**



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|  | Monica.380114@2freemail.com  |
| **UAE EXPERIENCE** |  |



**Jalees Home Healthcare Services**. May–July 2018. Executive Secretary

* Daily operation: Nurses & drivers schedules, medical record data input
* Invoices, insurance, stationary & pantry stocks, uniforms, renewal contracts
* UAE residency visa, DHA & HAAD related, staff inquiries, operator, receptionist
* Personal Assistant to the CEO

**Millward Brown**. May 2015–January 2018. Senior Admin & HR Assistant.

* Promoted as HR Recruitment, 2016. Scrutinized confidentiality. Receptionist: greeting guests, operator: switchboard & teleconferences
* Office administrator. Ensured over 300 local staffs’ various demands. Administered, & acted in coordinating the logistics of admin, finance & HR
* Clients relationship management: acted customer services, conducted client satisfaction survey & frontgate for client’s/partner’s/vendor’s inquiries
* Redesigned corporate letters. Restructured driver schedules, formulated expenses report. System logged attendance sheet & overtime
* Invoices settlement, LPOs, couriers & petty cash. Inventory & asset reports
* Meeting, event & training logistics. Document filing controller. Montly updated regional staffs contact details. Business visa & travel management
* Rewarded testimonies: great achievements, good works & positive attitude
* Residency visa. Supervised 2 subordinates. Part timer accountant/cashier

**Kleenoil Middle East (c/o HCS Hydrocarbon Solutions)**. January - April 2015.

Office Manager. Executive Assistant to General Manager.

**ProVita International Medical Center**. February 2013–December 2014.

Administrative Assistant-Facilities: Delegated 15 departmental personnel records.

* Persuaded resident calendars, doctor appointments, meeting schedules, organized both clinical & non-clinical agendas. HR assistant for UAE medical certification accreditation & residential visa
* Medical record data scanned & filing storage, taken from nursing department
* Customized petty cash report & expense accounts. Vendor contracts. CAPEX & assets non-clinical. Driver schedules, meal distribution
* Scrutinized patients confidentiality. Prescribed medicines supplied as per in house’ doctors approvals. Patient insurance, family liaison
* Facilities audit. Won JCIA compliance accreditation support. Supervised 9 subordinates. Rewarded thank you notes from CEO & colleagues, 2013 & 2014

**Shangri-La & Traders hotel**. March 2009–January 2013.

Secretary, Executive Assistant to Chief Engineer & Store Admin Supervisor

* Awarded Silver Awards, July 2012 & June 2010

**ConvergINCommunications Consultancy.** July 2008–January 2009.

Executive Assistant to Site Manager.

**INDONESIA’ HOME BASED EXPERIENCE**

* **Fortuna Informatika Nusantara**. January–July 2008. Marketing Specialist
* **Infinys System Indonesia**. March 2007–July 2007. Marketing Communication Manager
* **SCS Astragraphia Technologies (Astragraphia Information Technology Solution)**.

July 2000 – March 2007. Marketing Communication Specialist, Librarian & Secretary

* **Microsoft Indonesia**. September 1998–June 2000. Customer Access Unit, CommunityDevelopment Program. Event Organizer. Awarded Merit awards, Q4 1999 & Q1 2000.
	+ ***Executive Personal Assistant.*** *RiseAssist Business Training, Women**empowering. Dubai 2017. Graduated through scholarship as the best student in November class.*
	+ ***Human Resources Recruitment.*** *Nadia Institute, Abu Dhabi 2018.**Graduated with excellent mark.*



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| EDUCATION | **Universitas 17 Agustus 1945 – Semarang, Indonesia, majoring in** |  |
| **Economics Management & Finance** |  |
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