**BERLYN**

**Dubai, United Arab Emirates**

**E-mail:** [**berlyn.380758@2freemail.com**](mailto:berlyn.380758@2freemail.com)

**Visa Status: Husband Visa**

**With valid UAE Driving License**

**Objectives:**

Competent and organized individual, able to work as part of a team and manage several priorities at any one time. Have a positive attitude, strong work ethic, and a keen desire to learn and grow within a firm. I always treat people with respect and according to their individual needs. As a dedicated professional I fully understand the importance of the Administration department to any organization, and therefore aim to works as effective and efficient as possible and able to communicate with different nationalities.

**Skills and Qualifications:**

Good communication skills, Professionalism and Dignity, Can do attitude, Assertive, Flexible approach to work, Data Management, Team Player, Proficient in Microsoft (words, excel, power point), Employee relations, Reporting, can work independently, Accounting, Tele Sales, Multitasking

**Professional Experience:**

**Admin Assistant/HR Support**

[**Al Futtaim Auto Center - Corporate Office**](https://www.linkedin.com/company/11369?trk=prof-exp-company-name)

01 April 2014 – Present Dubai, United Arab Emirates

* Act as a first point of contact supporting base of approximately 1000+ employees seeking HR Policy and processes transactions (visa renewal, payroll, leave balance, accommodation, salary certificate, salary transfer letter, etc), with accurate response in all queries.
* Coordinating to the Onboarding team to assist the associates who are joining to the business
* Assist recruitment trends and coordinates to Jr HRBP and Senior HRBP
* All visa applications/collation of documents, labour card processing
* Coordinate separation cases are forwarded to Employee Services or coordinating to the Line Manager to ensure that resignation has been sent to Employee Services
* Coordinating with Group Housing for employees and line managers queries or new request.
* Training coordinator for all Bodyshop associates (Body and Paint Training), sending the nominations to Training Academy, accommodation arrangement as well at the time of the training.
* Reception duties in absence of the receptionist
* Supporting HRBP for the Employee Engagement (Skills contest, Engagement Survey)
* Assisting HRB with regards on payroll
* Any other Admin/HR Supports related.

**Admin Assistant**

**Al Futtaim Auto Center – Bodyshop (Ramoul)**

11 July 2012 – 31 March 2014

* Act as a first point of contact supporting base of approximately 150+ employees seeking HR Policy and processes transactions (visa renewal, payroll, leave balance, accommodation, salary certificate, salary transfer letter, etc), with accurate response in all queries.
* BIW inputs, Bodyshop reports (Sales Reports, Estimation)
* Provides payroll information by collecting attendance records
* Support the Bodyshop Managers, workshop managers for their reports

#### [Document Controller/Administrative Assistant/Secretary](https://www.linkedin.com/vsearch/p?title=Document+Controller%2FAdministrative+Assistant%2FSecretary&trk=prof-exp-title" \o "Find others with this title)

#### [ADPI - Member company of AEROPORTS DE PARIS GROUP](https://www.linkedin.com/company/655626?trk=prof-exp-company-name)

May 2007 – August 2010 - Dubai United Arab Emirates

* Provide continuous, high quality support to Project Manager, coordinated schedules, appointments and travel arrangements, manage expenses accounts and recovery (reimbursement).
* Coordinate workflow to the contractor/sub-contractor.
* Prioritized and delegated tasks, provided motivation and direction to create a positive work environment and ensured accurate on time completion.
* Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories, evaluating new equipment and techniques.
* Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies, placing and expediting orders for supplies; verifying receipts of supplies.
* Managing project documentation including setting up new project and close outs.
* Maintaining confidential records and filling of reports, correspondence, statistics and related material for case of retrieval.
* Quality Assurance – responsible for working within the provisions and Guidelines of the Quality Assurance System.
* Screening telephone calls and provides appropriate responses in the absence of team members.
* Coordinate all activities related to the Document Control Procedure, including technical documents, drawings and commercial correspondence.
* Input document data into the standard register ensuring that the information is accurate and up to date.
* Maintaining files and submittals • Maintains documents and drawings in the Document Control Office under safe custody without any damage or deterioration with easy traceability.
* Make sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, sub-contractors and supplier as applicable.
* Generate the various document control reports as required.

#### [Administrative Assistant/Accounting Clerk](https://www.linkedin.com/vsearch/p?title=Administrative+Assistant%2FAccounting+Clerk&trk=prof-exp-title)

#### [Al Badr Electrical and Sanitary Fitting LLC](https://www.linkedin.com/vsearch/p?company=Al+Badr+Electrical+and+Sanitary+Fitting+LLC&trk=prof-exp-company-name)

July 2005 – August 2006 - Dubai, UAE

* Answer telephone calls and transfer to appropriate member.
* Booking flights, hotel accommodation as needed.
* Typing correspondence, reports and other documents.
* Maintain confidential record and files.
* Maintain office supplies and inventories.
* Coordinate maintenance of office equipment.
* Answer any subcontractor invoicing and payment questions.
* Notify subcontractors of any missing paper works and receipt the same prior to releasing any cheques.
* Assist Project Manager/General Manager in collecting late receivables by contacting clients accounting counter parts on as needed basis.
* Received and process all invoices, expense forms and request for payment
* Dealing daily transaction for petty cash and ensure the reconciliation are completed on a weekly basis
* Assisting in payroll preparation.

#### [Administrative Assistant](https://www.linkedin.com/vsearch/p?title=Administrative+Assistant&trk=prof-exp-title) – A student Assistant Program

#### [Arellano University](https://www.linkedin.com/vsearch/p?company=Arellano+University&trk=prof-exp-company-name)

March 1998 – June 2005 (7 years 4 months) Philippines

* Interact with a faculty members to research and resolve issues, answer question and serve as a “Customer Service Resource”
* Monitor faculty / staff compliance with training, regulatory and other required matters. Initiate appropriate actions when needed.
* Draft and edit correspondence and create reports, organize and maintain electronic and hard copy files.
* Complete registration for all college programs attended by counselors.
* Assists in the preparation of on-campus events.
* Acting as the Schools Record Liaison Officer by filling and maintaining information management system to store and retrieve information efficiently, including the accessing the University Records Management system.
* Provide relief as acting PA to the Head of School in their absence.
* Other administrative duties in relation to school business within the range of skills normally associated with a position of this classification in an evolving environment.

**EDUCATIONAL BACKGROUD**

**Bachelor of Science in Accountancy**

Arellano University – Manila Philippines

2001-2005

**Associate Computer Secretarial**

Arellano University – Manila Philippines

1998-2001