**Genevieve**

**Email:** [**Genevieve.388091@2freemail.com**](mailto:Genevieve.388091@2freemail.com)

**CAREER OBJECTIVE** *To be able to work in a dynamic and multi-cultural environment that will offer me the challenge to grow my career in the field of contracts and subcontracts administration, procurement, and Human Resource.*

**PROFILE:**

Dynamic, highly motivated and service-oriented professional offering 20 years of professional and intensive work experience in different industries in the UAE. Demonstrated strong competencies in handling Contracts Administration, Procurement, Executive Support and Human Resource. Highly skilled and detail-oriented analyst and project / program coordinator and evaluator brings comprehensive understanding of best practices in Subcontract Administration, Human Resource and Executive Support.

**SKILL HIGHLIGHTS**

• Leadership Skills • Team Player • Communication Skills (Oral, Written and Listening Skills)   
• Interpersonal Skills • Problem Solving and Analytical Skills • Records and Documentation Management  
• Proficient in Managing Multiple Priorities • Ability to work under pressure• Proactive

• Attentive to details • Able to Build Rapport with a Diverse Workforce in Multicultural Settings   
• Building Trusting Relationships with Customers and Colleagues • Project Management (Assessment, Evaluation, Implementation and Monitoring)

**COMPUTER SKILLS:** MS Office, Citrix, Cost Point, Cognos, OnBase, Maximo, Deltek, Sharepoint, Workday

**WORK EXPERIENCE**

**Associate Subcontracts Administrator** (March 2017 to Present)

**PAE Government Services, Inc.,** Dubai, UAE

*Founded in 1955, PAE has offered enduring support for the essential missions of a wide range of customers, including the U.S. government, its allied partners and international organizations in all seven continents.*

***Duties and Responsibilities***

* Conduct market research to identify potential service providers and to support the development of:
  + Requests for Information (RFIs)
  + Requests for Quotation (RFQs)
  + Requests for Proposals (RFPs)
* Prepares solicitation documentation for complex acquisitions to include statements of work, terms and conditions, flow-down terms and conditions, bid or performance evaluation factors, and other measures incorporated into the Requests for Proposal as may be appropriate for the procurement.
* Reviews solicitation responses and performs relevant analyses based on a variety of factors:
  + Price and cost
  + Statement of Work conformity
  + Delivery and payment terms
  + Past performance
* Monitors and serves as a focal point when bids are received, prepares documentation for cost/price proposal reviews, and coordinates technical reviews
* Ensure that all internal stakeholder interest is accurately and thoroughly represented pre-award and during the subcontract execution phase.
* After subcontract award, ensures the receipt, accuracy and timeliness of subcontractor submitted documents relating to the subcontract deliverables as well as monitoring performance relative to timeliness, cost considerations, and technical objectives.
* Create and maintain compliant file documentation for subcontract agreements
* Monitor the submission and accuracy of subcontract deliverables as well as monitoring subcontractor performance relative to timeliness, cost considerations, and technical objectives.
* Conducts 3 way matches on invoices/ delivery notes and Purchase Orders to ensure payments are processed in accordance with terms of the subcontracts.
* Coordinate vendor evaluations with the end user, and ensure evaluations are maintained in the vendor management system
* Prepare written reports, letters, and memoranda required for internal and external distribution.
* Maintain and update subcontractors' files for internal and external audits by applying The Client values, best practices, policies and procedures
* Assists in building files for CPSR / audits on procurement packages for compliance with Federal Acquisition Regulations (FAR) guidelines.

**HR Travel Coordinator** (April 2015 to February 2017)

**PAE Government Services,** Dubai UAE

***Duties and Responsibilities***

* Responsible for travel requests from different PAE programs in Iraq, Kuwait and Afghanistan for processing with PAE’s travel partner
* Ensured that every aspect of travel plans for employees including Deployment, Demobilization, Business and TDY in Dubai, Iraq, Kuwait and Afghan projects are arranged and processed.
* Supported the recruiters and deployment coordinators with deployment processes. Handled any escalated issues related to Travel.
* Served as primary contact person for both PAE projects and PAE’s travel provider
* Used combination of online booking tools, email requests and phone communications to initiate and resolve travel requests, exceptions and issues
* Assisted reconciliation teams in obtaining and organizing all backup documentation and approvals
* Responsible for emergency travel related bookings during non-office hours including weekends and holidays.
* Provided urgent support to travel requirements from different PAE programs in Iraq, Afghanistan and Africa, especially on cases that requires very close attention to details
* Contributed to the creation of contingency travel and evacuation plans during a crisis or life-threatening situations at the various gateways or US military camps.
* Developed sustainable long term harmonious business relationship to both internal customer-Travel Team and Vendor
* Ensured to provide the most convenient and economic itinerary for R&R, deployment and demobilization requests in a timely manner
* Established standard operation procedures to put a structure on day to day transaction
* Observed strict implementation of travel SOP without exemption to be able to reduce unnecessary cost

**SECRETARY TO THE REGIONAL MANAGER, MIDDLE EAST**

**CUM SALES COORDINATOR** (January 2014 to April 2015)

**Baltimore Aircoil Gulf FZE**, Dubai, UAE

*Baltimore Aircoil Company is a part of Amsted Industries and is recognized as the world's largest manufacturer of evaporative heat rejection and thermal storage equipment.*

***Duties and Responsibilities***

**[Handled Sales Coordination task](javascript:setGoalAndSubmit('info',%20'goals',%20'140892','Gbalane')" \o "Information)**

* Prepared quotation, order acknowledgement, delivery note & acknowledgement receipt to be submitted to BAC Gulf customers
* Launched intercompany purchase orders to be submitted to BAC Belgium and BAC US
* Prepared local purchase order to be submitted to BAC Gulf vendors
* Invoicing to BAC Gulf customers
* Prepared sales project Compliance Statements

**[Coordination of all BAC Gulf shipments](javascript:setGoalAndSubmit('info',%20'goals',%20'140894','Gbalane')" \o "Information)**

* Coordinated all shipments from BAC US or Belgium to BAC Gulf office or BAC Gulf warehouse or BAC Gulf customer or Port
* Coordinated all shipping instructions and shipping documents of BAC Gulf customers or BAC US or Belgium

**Handled Finance Coordination tasks**

* Administered and managed BAC Gulf petty cash
* Follow-up payment from customers
* Review of Vendors Invoice for Regional Manager’s approval and submit to BAC Belgium Headquarters Finance Department for payment
* Prepared and followed-up bank transactions and wire transfers payment of BAC Gulf to employees, BAC Gulf customers to BAC Gulf, BAC Gulf to BAC Gulf suppliers, and BAC US & Belgium to BAC Gulf and vice versa.
* Prepared & reviewed of Expense notes of managers to be submitted to BAC Belgium Headquarters Finance Department for payment
* Reviewed of Expense notes of managers to be submitted to BAC Belgium Headquarters Finance Department for payment

**Handled JAFZA related PRO work**

* Submitted documents required by JAFZA – medical insurance and office insurances
* Processed renewal of visa, JAFZA employment card, JAFZA office lease and company Trade License

**Handled office Administration task**

* Arranged meetings, prepares agenda and takes minutes.
* Update and maintained databases for the company such as: Employees Database, Passport Database, Vehicle Database, Client Database, and Vendors Database.
* Monitored timesheets and prepares attendance Report to all BAC Gulf employees
* Arranged and coordinated all travel itinerary and hotel accommodations for all employees including complicated hotel and flight booking requirements of Regional Manager Middle East, Directors and Managers of BAC US, Europe and Middle East.
* Maintained confidential information for the Regional Manager
* Maintained accurate diary of commitments and calendar of activities of the Regional Manager.
* Ensured availability of Office equipment, furniture and supplies all the time

**ADMINISTRATIVE ASSISTANT TO THE MANAGING DIRECTOR** (April 2012 to December 2013)

**Hydroturf International FZCO,** Dubai, UAE

*Hydroturf is a part of Kanoo Group and is a market leader in providing top quality products and services to the growing Middle Eastern golf, tourism and landscaping sectors.*

***Duties and Responsibilities***

* Prepared business correspondence for the Managing Director.
* Arranged meetings, prepares agenda and takes minutes.
* Gathers relevant data and prepares business presentations for MD i.e. business reviews and other company presentations.
* Facilitated Managing Director’s Reports such as: Board Meeting Report, Financial Report, Budget Forecast for the Year and Annual Report from different regional offices.
* Closely coordinated with other countries for all regional activities and world worldwide functions.
* Update and maintained databases for the company such as: Vehicle Database; Employees Database, Passport Database, Dealers Database, Client Database, and Suppliers Database.
* Responsible for excellent customer service: handles customer inquiries and coordinates requests to ensure the company exceeds customer expectation.
* Coordinated with the Sales Team for Battery Division: attends to product inquiries, tenders and request for quotations, ensures that the company generates considerable margin for the prices being offered to customers and supports sales transactions and facilitates supply chain pipeline.
* Facilitated, coordinated and prepared letters/communications of Trade License and Operations Facilities Renewal.
* Arranged and coordinated all travel itinerary and hotel accommodations for all employees including complicated hotel and flight booking requirements of Managing Directors and Managers of all Middle East regional office.
* Maintained accurate diary of commitments and calendar of activities of the Managing Director.
* Supervised office documentation and filing management.
* Update and maintained web base portal for IT issues and concerns.

**EXECUTIVE ASSISTANT TO THE SENIOR PROJECT MANAGER (SPM)** (May 2009-February 2012)

**Philippine Charity Sweepstakes Office (PCSO),** Philippines

*PCSO is a government owned and controlled corporation and is the principal government agency for raising and providing funds for health programs, medical assistance and services, and charities of national character through conducts of lotteries, charity sweepstakes, races, and engages in health and welfare-related investments, projects, and activities.*

***Duties and Responsibilities***

* Drafted correspondences for the Senior Project Manager.
* Coordinated with Department Managers, Division Chiefs and government officials and representatives from different government agencies, NGOs and institutions on issues regarding request for funding assistance or government projects that may be implemented in their agencies, institutions or local government units.
* Assisted STL Authorized Agent Corporation on resolving STL problems and issues.
* Conducted orientations to STL Agent Corporation owners and executives regarding STL legalities, documentary requirement and overall operations.
* Conducted trainings to STL employees regarding STL daily operations.
* Supervised the Small Town Lottery (STL) launchings in different provinces.
* Monitored STL operations in different provinces.
* Prepared feedback report on STL monitoring operations such us: usage of handheld terminals of STL personnel and other matters.
* Acted as budget control officer for field projects such as STL launching activities, STL operation monitoring and other ad hoc projects.

**PERSONAL ASSISTANT TO THE MANAGING DIRECTOR**

**OFFICE ADMINISTRATOR / CUSTOMER AND SALES COORDINATOR** (October 2008-April 2009)

**White Horse Manpower Services,** Dubai, UAE

***Duties and Responsibilities***

* Managed over-all operations of the office.
* Drafted communications on behalf of the Managing Director.
* Closely coordinated with different agents in different countries, in sourcing of employees to be placed in posts in UAE.
* Closely monitored all after sales transactions, ensured that clients are satisfied with the employees supplied to them.
* Arranged meetings, prepared agenda and took minutes.
* Maintained an accurate diary of commitments and calendar of activities of the Managing Director.
* Coordinated travel arrangements for the Managing Director.
* Managed and maintained accurate records of incoming and outgoing documents and correspondence.
* Maintained confidentiality at all times and ensured any sensitive issues are dealt with appropriately.
* Received cash payments from clients.
* Managed employees visa processing.
* Organized the personal finances of the Managing Director.

**PROJECT AND PROGRAM EVALUATOR /**

**PROJECT MANAGEMENT OFFICER** (October 2000 – September 2008)

Philippine Charity Sweepstakes Office (PCSO), Philippines

***Duties and Responsibilities***

* Reviewed documentary requirements submitted by the proponents such as: Project Proposals, Hospital / Agency Profiles, DOH License to Operate, SEC Registration with By Laws and Articles of Incorporation and Financial Statements for the last 3 years, Track Record or Accomplishment Report for the past 2 years, License to Operate or Accreditation from any appropriate agency
* Prepared assessment, evaluation and appropriate recommendation on different financial request for the purchase of medical equipment, ambulance, medicines and financial support to different government and non-government programs (Endowment Fund, Calamity Fund Program and Primary Health Care Building Projects) subject to the approval of PCSO General Manager or Chairman.
* Sent feedback/status reports to the division head on different financial request, which include: (1) previous assistance granted by PCSO (2) unliquidated financial grants (3) issues and concerns and (4) actions take on request.
* Closely coordinated with the proponents on issues regarding their financial request.
* Investigated, researched and gathered relevant data not presented in the proponent’s request/submitted documents vital for correct assessment.
* Prepared and evaluated price matrix on request for medical equipment to present the lowest price quoted.
* Coordinated with different concerned PCSO departments and other government agencies on issues of proponents request like unliquidated financial grant, lacking documents, etc.
* Ensured proponents are notified through mail of the check availability at the Treasury Department.
* Reviewed proponent’s liquidation report on the released financial grant.
* Designated and drafted forms and pro-forma letters for the approval of the division head.
* Verified the authenticity of request of victims of fire and calamity through close coordination with DSWD.
* Ensured that feedback report from DSWD are secured for reference in preparation of assessment report.

**PROJECT OFFICER-IN-CHARGE** (December 1998 - September 2000)

Philippine Charity Sweepstakes Office (PCSO), Philippines

***Duties and Responsibilities***

* Coordinated with the medical director regarding all operational concerns of the project in behalf of PCSO.
* Supervised inventory management of medicines on stock.
* Certified all inventory records prepared by the records officer and supply officer.
* Monitored proper allocation of medicines to qualified indigents
* Prepared monthly BNM station operational reports.
* Evaluated fast and slow moving medicines for possible re-order or pull-out.
* Monitored inventory of medicine vis-à-vis the records kept by the supply officer and records officer.
* Supervised re-order of medicines and other supplies.
* Supervised day-to-day station operational issues and concerns with indigent beneficiaries, SPD office, BNM Central Warehouse, BNM stations and SJMC administrators.

**EDUCATIONAL BACKGROUND**

**2011 Masters in Public Administration,** Polytechnic University of the Philippines

**1998 BS Commerce Major in Management**, St. Paul University of Manila, Philippines

**TRAINING AND SEMINARS ATTENDED**

Online Courses completed through Success Factors

1. Amsted Compliance Certification
2. Amsted Code of Ethics
3. Refining Word Documents
4. Formatting & Stylizing in Excel
5. Creating Formulas
6. Assertive Verbal Skills

* Dealing with Feelings, Identifying Manipulators, Manipulation in Business, Your Assertive Rights
* PCSO Strategic Planning Workshop
* IT Systems Analysis and Design
* IT Project Management
* Strategies for Successful Selling Program

**PERSONAL INFORMATION**

Marital Status : Single

Nationality : Filipino

**US DOS Security Clearance:** has MRPT security clearance

Reference: Available upon request