**Josefa**

Email: josefa.388101@2freemail.com


# Professional Objectives

Seeking a challenging opportunity where I will be able to develop and contribute my skills and knowledge effectively while proving my competence and dedication to work and contributing to the overall business growth of the organization.

# Summary of Qualifications

* Offers more than 10 years of exceptional work experience in the field of Secretarial, Administration, Customer Service & Business Management, Marketing and Sales Coordination.
* Exhibits excellent administrative, secretarial, customer service relations and marketing-related professional background.
* Possesses comprehensive analytical, problem-solving abilities, good communication and interpersonal skills.
* Has the ability to effectively and efficiently plan and arrange meetings and social functions.
* Can multitask, is hardworking, highly motivated and has personal initiative to maximize productivity at all times.
* Is capable of easily learning and adapting to new work techniques whenever required.
* Proficient with use of Microsoft Office applications and other relevant software installations and has above average typing skills.
* Is responsible, reliable, highly organized professional who can demonstrate leadership ability and is able to motivate others to accomplish personal and professional business goals.

# Professional Work Experiences

## **MARKETING & BUSINESS DEVELOPMENT OFFICER**

## **ESCABA FOOD PRODUCT, INC.,**

### **SAN PABLO CITY, LAGUNA, PHILIPPINES**

### **November 2016 – Present**

### Duties and Responsibilities

* Develop business and marketing plans in coordination with the Managing Director to achieve revenue goals.
* Assist to promote the company's branding and media communication activities such as advertisements, marketing collaterals, and web site and social networking marketing initiatives.

## **PROPRIETOR**

## **SCIONS WORKFORCE STAFFING AGENCY**

## **SAN PABLO CITY, LAGUNA, PHILIPPINES**

## **December 2015 – Present**

### Duties and Responsibilities

### Managed the entire operations of the business by completing manpower requirements and hiring employees, providing client services in support of business development needs, employee labour relations management and handling administrative operations and financial duties.

## **PERSONAL ASSISTANT TO THE MANAGING DIRECTOR**

## **JUBAILI BROS**

## **DUBAI, UNITED ARAB EMIRATES**

## **September 2012 – October 2016**

### Duties and Responsibilities

Worked under the Managing Director, as Personal Assistant to the Managing Director, I have been responsible to manage the following work duties:

* Schedules and Appointments
* Travel Arrangements (Tickets, Hotel/ Accommodation, and Visa)
* Manage the Real Estate properties rental, maintenance and other related concerns for both personal and company-owned apartments.
* Coordinate and communicate with every department in the company.
* Preparing the Managing Director's personal bank transfers as needed.

Other duties include but are not limited to the following:

* ISO 9001 Lead Internal Auditor and Management Representative.
* Assisted Internal Audit department for reviewing the payments being prepared by the Accounting department.
* Assisted HR department in Recruitment, training and the likes when needed.
* Was part of the Corporate Social Responsibility Committee of the company.
* Handled custody of the Head Office Emergency cash including the Managing Director personal cash.
* Monitored and allocated the expenses made using the company credit card.

## **HUMAN RESOURCES OFFICER**

## **JUBAILI BROS**

## **DUBAI, UNITED ARAB EMIRATES**

## **May 2008 – July 2011**

### Duties and Responsibilities

Worked under Human Resources Department as a HR Officer. Carried out responsibilities under the supervision and direction of the HR / Branch Manager.

* As the Human Resources Officer, I was responsible for the execution of all human resourcing and development functions; including recruitment, orientation, training, development and personnel administration.
* Acted as one of the internal auditors for ISO 9001 and managed the auditing files and plans.
* Assisted the Marketing Team when needed and became a part of the study for the Solar Project 2011 of the company to propose a business proposal to add solar product lines in the company’s product range.
* In addition, assisted the Local Purchase Department in the preparation and finalization of local purchase deals.
* Assisted the Logistics Department in managing Air freight and some Sea Freight shipments specifically to Afghanistan.

## **ASSISTANT MANAGER**

## **MT DA SPA**

## **January 2008 – May 2008**

### Duties and Responsibilities

* Worked as the Assistant Manager to supervise people, services and equipment to execute outstanding Quality, Cleanliness and Value to deliver optimum business result.

## **OFFICER-IN-CHARGE**

## **ESCABA FOOD PRODUCTS**

## **MANILA, PHILIPPINES**

## **November 2007 – January 2008**

### Duties and Responsibilities

### Worked as the Manager-in-Charge to supervise people, product and equipment to execute outstanding Quality, Cleanliness and Value to deliver optimum business result.

## **MANAGER TRAINEE**

## **GOLDEN ARCHES DEVELOPMENT CORPORATION (MC DONALD’S PHILIPPINES)**

## **MANILA, PHILIPPINES**

## **August 2007 – November 2007**

### Duties and Responsibilities

Worked under restaurant operations as Management Trainee.

* Assisted the Restaurant Manager in managing the employee staff, products and equipment’s to execute outstanding Quality, Service, Cleanliness and Value on assigned shifts, and to deliver optimum business results for various area(s) of accountability.

## **MARKETING ASSISTANT**

## **ACE INSURANCE, INSURANCE OF NORTH AMERICA**

## **MANILA, PHILIPPINES**

## **April 2007 – June 2007**

### Duties and Responsibilities

Worked under Business Development as a Marketing Assistant.

* Assisted and coordinated with the other departments and offices in communicating existing business needs for the launching of the new campaign for the introduction of the new marketing channel for the product Accident and Health.
* Helped with the preparation of all the marketing materials needed for the relevant campaigns.

# Research Papers and Campaigns Prepared

January 2009: **A STUDY ON THE INDUSTRY OF SOLAR POWER IN THE MIDDLE EAST AND AFRICAN MARKET FOR THE BUSINESS PROPOSAL TO DIVERSIFIED AND START UP A NEW BUSINESS LINE IN SOLAR POWER.**

* Conducted a study about the solar market in the Middle East and African region, to propose a business on Solar Power with the aim of including solar products lines such as photovoltaic systems and solar street lights in the company’s product range.

# Training and Seminars Attended

**November 2017** TRAINING/ WORKSHOP FOR THE FOOD INDUSTRY: Marketing & Compliance to Regulatory Requirements, Philippine Trade Training Center, Pasay City, Philippines

**September 2017** FINDING THE RIGHT MARKET FOR THE RIGHT PRODUCT,

 Department of Trade and Industry, Laguna, Philippines

**June 2016** NO-NONSENSE COACHING PROGRAM, WYDNER COACHES, Dubai, United Arab Emirates

**January 2013** ISO 9001: 2008 - QMS Internal Auditor Training, SGS Gulf Limited, Dubai, United Arab Emirates

**September 2011** SME FORUM AND EXHIBITION 2011 “Entrepreneurial Mindset by Mr. Euclid S. Cezar”, Department of Trade and Industry, Laguna, Philippines

**August 2011** FUNDAMENTALS OF HUMAN RESOURCE MANAGEMENT,

 Business Coach Inc., Philippines

**January 2011** MANAGING PERFORMANCE, Bill Roy Consulting

 Dubai, United Arab Emirates

 INTRODUCTION TO INTERVIEW SKILLS, Bill Roy Consulting

 Dubai, United Arab Emirates

**October 2010** MANAGERIAL SKILLS, Bill Roy Consulting

 Dubai, United Arab Emirates

**July 2010** EMOTIONAL INTELLIGENCE TRAINING, Bill Roy Consulting

 Dubai, United Arab Emirates

**April 2010** EFFECTIVE NEGOTIATION SKILLS, Bill Roy Consulting

 Dubai, United Arab Emirates

**January 2010** STRATEGIC PLANNING, Bill Roy Consulting

 Dubai, United Arab Emirates

# Educational Attainment

**Bachelor of Science Degree in Commerce Major in Business Management**

**ST. SCHOLASTICA’S COLLEGE**

Manila, Philippines

Academic Year 2002 – 2007 / Graduation Date: March 2007

**Personal Information**

Birth Date : 25th July 1985 Marital Status : Single

Nationality : Filipino License: With Valid UAE Driver’s License