**HELEN **

**Email:** **Helen.388123@2freemail.com**

CAREER OBJECTIVE:

To apply what I have gained from my experiences and learned from my course of study, and ultimately to my knowledge and empower myself that would be beneficial to me and to the company that I will work with.

**CORE COMPETENCIES:**

* Effective planning & organizational skills
* Result oriented with positive outlook.
* Highly dedicated, motivated, committed and ambitious
* Effective team player, highly organized and self disciplined
* Keen for new experiences and responsibility
* Ability to work in a multi-cultural environment
* Expertise in business administration, record keeping scheduling

 And related responsibilities to ensure productive operations

* Strong background and experience

**PROFESSIONAL EXPERIENCES:**

**February 2006 – Present**  ***Executive Secretary***

**Unimar Trading Co. LLC – Roots Group UAE**

**(A subsidiary of Saudi Binladen Group and**

 **Mimar Trading Group – KSA)**

**Job Description:**

* Responsible for day to day operations of the organization such as organize and maintain paper (Incoming & Outgoing fax) and electronic files; and disseminate information by using the telephone, mail services and e-mail.
* Read and analyze incoming memos, submissions, and reports in order to determine their significance and plan their distribution.
* File and retrieve corporate documents, records, and reports.
* Prepare responses to correspondence containing routine inquiries.
* Perform general office duties such as ordering office supplies, maintaining records and management systems.
* Make travel arrangements / hotel reservations for executives.
* Take dictation, Key In, Edit and proofread correspondences such as memos, letters and other documents using word processing, spreadsheet and/or presentation software.
* Prepare Purchase Orders, Proforma / /commercial Invoices, L/C’s documents.
* Interpret administrative and operating policies and procedures for employees.
* Summarizing the attendance of the employee for monthly payroll
* Photocopying of circular and other documents.
* Performed other task related to general secretarial duties that the management / admin. may assign from time to time.

**February 2000 – July 2000 *Credit & Collection Assistant***

 **DOLE Fresh Foods Co.**

 **Taguig, Metro Manila-Philippines**

**Job Description:**

* Posting of official receipts
* Prepare cheque/cash deposit
* Prepare sales collection report (weekly)
* Consolidate summary of Accounts Receivables
* Monitoring in-house sales
* Prepare statement of Accounts
* Recording of invoices
* Perform any other duties that may be assigned.

**September 1998 – February 2000 *Sales Coordinator cum Encoder***

**Quantum Foods Inc.**

**(A subsidiary of DOLE Fresh Foods Co.)**

**Pasig City – Philippines**

**Job Description:**

* Encoding sales order
* Prepare sales invoices
* Perform secretarial functions and duties to the Area Manager and National Sales Manager
* Prepare weekly sales report
* Prepare purchase order
* Perform any other duties that may be assigned by the Section Heads

**March 1992 – August 1998 *Secretary***

**DYVERS Publications Corp.**

**(Authorized Dealer / Distributor of Imported Magazines**

 **& Journals)**

**Mandaluyong City - Philippines**

**Job Description:**

* Prepare manuals and other documents for the seminars conducted by our General Manager to distribute to the participants
* Coordinate seminars details to the clients
* Prepare sales report, subscription orders to all the publishers international, prepares vouchers and Cheque payment for the publishers and prepares payroll for the staff
* Custodian of petty cash, voucher, and processing for replenishment
* Responsible in releasing of cheque for local obligations,
* Responsible of the petty cash funds for office staff transportation and other expenses
* Responsible of office supplies and inventory
* Recording of magazines received from publishers
* Perform any other duties that may be assigned by the General Manager.

**SKILLS:**

* Computer Literate (MS-word, excel, Microsoft Outlook & Basic Visual Dolphin Software)
* Internet and email applications

**EDUCATIONAL BACKGROUND**:

1984 - 1988 **La Consolacion College (Exclusive Schools for Ladies)**

 Beside Malacanang Palace (White House)

Mendiola, Manila - Philippines

* **Bachelor of Science in Commerce – Major in**

 **Banking & Finance**

**\*\*\* All Certificates attested by UAE Consulate; Ministry of Foreign Affairs; Commission on**

 **Higher Education and Office of the President in Manila Philippines\*\*\*\***

**SEMINAR ATTENDED:**

1999 - Guthrie Jensen Inc

 Service Mileage

 Philippines

1996 - DYVERS Publications Corporation

 Communication Skills

 Philippines