**CHERRY**



E-mail: cherry-395014@2freemail.com

Dubai, U.A.E.



**SUMMARY OF QUALIFICATION & AREAS OF EXPERTISE**

Executive & Administrative Professional with a total of sixteen (16) years’ work experience in varied fields.

Responsibilities include completion of reports and other pertinent matters in office work.

With 18 academic units in Masters of Science in Psychology.

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|  ***Travel Arrangements*** |  ***Human Resources*** |
|  ***Executive & Personal Assistance*** |  ***ISO 9001:2008 Internal Auditor*** |
|  ***Administrative Support*** |  ***Proofreading and Data entry*** |
|  ***Logistics & Inventory Control*** |  ***Customer Relation and Support*** |
|  ***Front Office Management*** |  ***Marketing, Events, Exhibitions*** |
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**SUMMARY** **CORE COMPETENCIES**

* **Communication**: Proficient in both oral and written communication; ability to negotiate and comfortablyinterface with all levels of management and staff.
* **Executive /Administration:** Executive Support, Business correspondence, visas and travels, good computer skills,good filing and record system
* **Human Resources:** Recruitment, certificates, files and records.
* **Versatile*:*** Proven abilities in diversified business that demands strong interpersonal skills. Mature, tolerant andunderstanding, with strong work ethics and a high standard of professionalism.

**Work EXPERIENCES**

**Administrative Assistant**

**Feb 2016- present**

**United Arab Emirates ( U.S.A. Based )**

* Assists in global visa application, ticket & hotel bookings of European traders and employees
* Coordinates with insurance claims, additions/deletions of employees and their dependents
* Prepares, edits and proofreads correspondence, purchase orders, invoices, and related material from digi-tal and handwritten copy
* Opens and distributes incoming regular and electronic mail and other material and co-ordinates the flow of information internally and with other departments and organizations
* Handles petty cash and order office supplies and maintain inventory
* Answers international telephone and electronic enquiries and relay calls and messages
* Sets up and maintains manual and computerized information filing systems
* Greets visitors, ascertain nature of business and directs visitors to employer or appropriate person

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* Prepares travel meeting schedules in Word and Excel
* Coordinates with embassies and government entities such as DMCC, Dubai Customs, DNRD for applica-tions or renewal of documents
* Handles couriers
* Digital database and files storage management

**Executive Secretary**

**Oct 2010 – Oct 2015**

**United Arab Emirates**

***Executive Support***

* Reports to the CEO handling multifaceted administrative tasks
* Handles and supervises related artwork , document and other approvals of the CEO
* Writes correspondence on behalf of the CEO; maintains reminders and diaries
* Handles ISO 9001:2008 Quality Management System audit alongside the Management Representative ( Internal Audit Reports, Non-Conformity Reports, Corrective Actions , Management Review Meetings)
* Manages article or book write ups of the CEO
* Coordinates with media interview invitations; charitable or humanitarian projects and other invitations.

***HR & Administrative***

* Participates in the corporate recruitment processes
* Managing the advertisement and filing of vacancies
* Compose and dispatch routine letters, memos and other correspondence for the department. Sort, con-solidate and distribute incoming mail items and other documents in an organised and timely manner.
* Submits vehicle maintenance annual reports
* Writes Official Memos to all staffs
* Assists in visa application, ticket & hotel booking
* Manages all company awards submissions from entry to Gala award ceremony

***Sales, Marketing & Logistics***

* Coordinates with roofing and flooring product suppliers as per CEO’s approvals ( packaging, product developments, quotations, logistics)
* Handles couriers, documents for arrival of shipments
* Coordinates with sales executives, clients, product distributors; responds to complaints when necessary
* Oversees all company database and regular bulk-emailing to clients; monitors bulk-emailing software
* Coordinates marketing materials, copy and artwork designs of sister company, Avant Enterprises
* Coordinates with media agents and company events
* Manages exhibitions, handles and coordinates with models, press conferences, product launches
* Assists in website developments and updates as per CEO’s instructions and approvals

**HR & Accounts Assistant/Travel Consultant**

**Jan 2008- Sept 2010**

**United Arab Emirates**

* Administering the application, distribution and implementation of employee medical health insurance.
* Managing the advertisement and filing of vacancies
* Participating in the selection of candidates and submits appropriate recommendations
* Verifying educational qualifications and previous employment records of applicants
* Controlling the maintenance of the personnel records in the office

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* Preparing employment certificates and other necessary documents of the staffs
* Receiving invoices, issuing debit and credit notes and bookkeeping
* Payment receivables and collectibles, issuing receipts, etc.
* Reservation of airline seats through Galileo System
* Reservation of hotel and tours worldwide

**School Counselor**

**June 2003 – Jan 2008**

**Philippines**

* Conducting counselling session with clients and writing psychological assessments and reports
* Screening student applicants and decides appropriate placement
* Administering psychological tests such as Achievement tests, Diagnostic, Multiple Intelligence and Personality tests and interpreting results to Administrators , teachers, parents and students
* Reporting comparative analysis of the students achievement through PowerPoint presentations to school administrators and teachers
* Planning and organizing parent- related activities each year
* Implementing monthly and yearly programs to the assigned grade level
* Meeting and conducting monthly deliberation to grade level teachers to identify potential student dropouts and help them complete formal education
* Writing correspondence to parents and teachers
* Conducting play therapy to young clients; checking psychological test results
* Discussing behavioural and academic performance of each students during conferences with Headmaster and supervisors

**SKILLS INVENTORY**

**GENERAL SKILLS :**

* Very good writing and communication skills
* Excellent organizational skills and attention to detail
* Creative multi-tasking and eagerness to learn and grow in position
* Flexibility, initiative, team player
* Innovative and creative thinker
* Proofreading e-mailers, news & media content, events, press releases, artwork designs, etc.

**COMPUTER SKILLS:**

* High proficiency in computer including Microsoft Office, Windows and maintaining database
* Email Configuration and Managing Microsoft Outlook, Windows Live Mail and Social Media
* Online recruitment tools

**OTHER SKILS:** Driving with own car; Theatrical/ Play Production; Church Choral Singing

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| **EDUCATION** |  |
| 2006 |  | **UNITS IN MASTERS OF SCIENCE IN PSYCHOLOGY**, Ateneo de Davao University, Philippines |
| 2006 |  | **BACHELOR OF SECONDARY EDUCATION**, University of Southeastern Philippines |
| 2003 |  | **BACHELOR OF ARTS IN PSYCHOLOGY**, Ateneo de Davao University, Philippines |

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| **TRAININGS** |  |
| 2013 |  | **ISO 9001:2008 Internal Auditor, KC International,** Dubai, United Arab Emirates |
| 2010 |  | **Galileo System, Ticketing** |
| 2006 |  | **Certificate for Professional Teachers- Passed National Exam,** Philippines |

**LANGUAGES KNOWN :** PROFICIENT INENGLISH,BOTH ORAL AND WRITTEN



**Filipino** **Single** **Female**



**\*Supporting Documents and References will be provided on request \***

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