**JOHANNA**

**Email ID:** **johanna-397698@gulfjobseeker.com**

**OBJECTIVES:**

To secure a responsible career opportunity where I can fully utilize my training, human resource and management skills while making a significant contribution to the success of my employer .



**Legal Coordinator / Administrator**

**May 2016 till April 2020**

* Support the day to day work of the CEO
* Planning, developing, organizing, implementing and directing the organization's administrative functions and performance.
* Responsible for all the case management, case updates and court hearings of the firm.
* Provide day-to-day support for the Legal Consultants and PRO’s (English)
* Prepare MOA / MOU / Engagement Letter for the Client
* Responsible for AP/ AR/ Invoicing / VAT filing, Salary Filing WPS, and proficient in ERP Tally.
* Follow up on Clients regarding payment and status of the Case
* Support online court updates and follow-up
* Have a summarized knowledge of all cases and matters in Current clients
* Ensure Current Client lists is updated on a daily basis
* Interact with LC’s, PROs relating to all cases

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| **May 2010 to May 2015** |  | **HR Officer** |  |
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* Employees first point of contact for any concern.
* Assist the Country Manager on delivering HR Business Plans.
* Responsible for maintaining / enhancing the overall administration, coordination and evaluation of the HR function through planning.
* Implementing and improving HR policies related to the effective use of personnel within the organization.
* Develop and retain the correct balance of suitable staff needed to meet company's objective.
* Coordinate with the company's PRO on all paper work necessary for the visa process of hired applicants and departing staff.
* Coordinate development and maintain Organization chart.
* Lead & coordinate performance reviews for all employees.
* Deal with grievances and implement disciplinary procedures in a balanced way and in accordance with UAE labor law.
* Interpersonal and communication skills: Able to build rapport and communicate effectively at all levels.
* Planning, developing, organizing, implementing and directing the organization's administrative function’s and performance.
* Leadership skills that have been developed through the years of working in a corporate world.

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|  |  | **Business Development Manager** |  |
| Nov. 2008 to May 2010 |  | **International Advertising LLC** |
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* Generate new leads with the aim of creating more sales or output.
* As a Business Development officer will be required to identify potential clients, manage existing account/customer relationships.
* Generating the leads & qualifying the accounts based on the Sales strategies. Understanding the requirements of the clients & positioning an appropriate solution.
* Comfort with a fast-paced, always-on, highly ambiguous start-up environment.
* Provide company's one-stop products that best suit customers' planning
* Strategize effectively to create new customers on a continuous basis.
* Develops company marketing and sales visit plans, maintains and close client contact.
* Assist other Sales & Marketing Managers as and when necessary.



**HR Coordinator /Marketing Officer / Operations Supervisor**

April 2007 to October 2008

Gulf Star Training and Development Center/Gulf Labor Supply

* To plan and execute Companies’ initiatives for organizational developments.
* Responsible for overall HR organization assessment and strategic staffing and developing a talent pipeline for the entire organization.
* Short list applicants for various possible employments in Aviation, Logistics and Hotel Industry.
* Ensure effective and efficient implementation of policies and procedures pertaining to HR matters to ensure consistency and transparency.
* In charge on recruitment including sourcing, screening, interviewing, assessing and hiring candidates.

**CAPABILITIES:**

* Cultural awareness: Aware of the different cultural styles and how to work with them.
* Change orientated: Able to accept work with and manage in an ever changing work environment.
* Influencing: Able to construct logical, credible and winning arguments that will persuade decision makers.
* Self-starter: Able to take instruction and manage self for motivation and delivery

**OPERATIONS:**

* Manage and controls costs whilst ensuring that operational service standards are continuously met in order to achieve budgets.
* Acting as a consultant in customs matters; maintaining current knowledge of relevant legislation and other factors that could affect the movement of freight.
* Arranging courier and specialist hand-carry services; working closely with customers, colleagues and third parties to ensure smooth operations to deadlines.
* Maintaining communication and control through all phases of the journey, including the production of management reports and statistical and unit cost analysis.

**EDUCATION**

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| Ateneo De Zamboanga University, Philippines | Graduate of Liberal Arts – Major in English |
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| Ateneo De Zamboanga University, Philippines | Master’s Degree – Public Administration |
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| Zamboanga A.E. Colleges | Bachelor in Civil Engineering |
|  | Graduate |
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| **PERSONAL DETAILS** |  |  |  |
| Gender | : | Female, Single |
| Nationality | : | Filipino |
| Language spoken | : | English, Tagalog |
| Computers | : | Proficient in MS Office applications |
| Visa | : | Employment ready for transfer (April 30, 2020 |

**References: Furnish upon Request**