***JOSETTE***

***JOSETTE.97268@2freemail.com***

***OBJECTIVE***

To obtain a position that would best fit my qualifications and develop further my talents and skills for continuous career development in a company that will allow me to utilize my skills and potentials and in return, to contribute effectively to the growth of the organization.

***COMPETITIVE SKILLS***

* 12 Years Experience in UAE.
* Proficient in the usage of computer skills, experienced with MS Office software (Word, Excel, PowerPoint & Outlook) Internet Surfing, use of Flash Macromedia, Hisys Business Solutions @ Work and Project Manager, Tally.
* Can work under minimum supervision and under pressure.

***PROFESSIONAL EXPERIENCE***

**Company: Electrum Telecom DMCC**

**Position: Administration cum PRO**

**Inclusive Date: March 2012 – Present**

* Taking care office administrations, documentations, and related tasks.
* Taking care our employments visas, deals with immigration procedures for new employees and other HR related.
* Ensuring our trade license is updated and renewed before expiration.
* Coordination for the group of company of my Employer.
* Maintaining accounts and doing bank payments and transactions.
* Overall in Office Charge in General.

**Company: Al Jawal Contracting**

**Position: Accounts Assistant cum Document Controller**

**Inclusive Date: May 2011 – January 2012**

* Receiving subcontractor and suppliers invoices.
* Preparing payments, statement of accounts of subcontractor and suppliers.
* Filing correspondences, Payment Vouchers and Accounts Documents.
* Assisting our Accountant and Engineers.

**Company: Heavy Load Freight Services**

**Position: Accounts Assistant**

**Inclusive Date: May 2010 – May 2011**

* Maintaining Petty Cash.
* Issuing invoices and making sure it’s delivered
* Preparing Payments to carriers
* Maintaining Log of Jobs for each month, updating every time new job is started
* Issuing cheque, payment vouchers, cheque voucher, quotations.
* Preparing bank transfers.
* Keeping stock of stationery & all office supplies.
* Submitting weekly list of job wise expenses and General Expenses

**Company: Robust Contracting (Head Office & Project), Dubai, UAE**

**Position: Secretary cum Document Controller**

**Inclusive Date: January 14, 2007 – March 2010**

* Monitor, track & Fax Local Purchase Orders (LPO's) to the supplier.
* Give the confirmation & status of the Material Requisitions & LPOs for all job sites.
* Receive & track all original invoices from Subcontractors & Suppliers (including utility bills).
* Track & check all cheques (PDC, CDC, CPV, CRV) for the Subcontractors & Suppliers before GM's approval.
* Track & check all the Final settlement cheques (PDC, CDC, CPV, CRV) before GM's approval.
* Prepare Petty Cash Report and Payment Order for all requests.
* Pre-check Payment Certificates before the evaluation of Cost Control Engineer.
* Pre-check Project Labour Cost before the evaluation of Cost Control Engineer.
* Keep & secure all the Original Contract Documents between the Main Contractor & Client.
* Track, check & stamp all the Original Contract Documents between the Main Contractor & Subcontractor, & informing them once it finish.
* Receive, track & check the entire Addendum for the additional works for all sites & forward to the procurement officers.
* Prepare correspondence letters for the Clients, Subcontractors & Suppliers.
* Order office supplies to ensure proper inventory.
* Prepare, follow-up & scan all the HR & Personnel files for our staff & labourers & make sure to distribute copies to sites & departments.
* Scan, file & sort all the documents as per project name, number & department.
* Sending outgoings and receiving incoming correspondence, submittals, shop drawings and etc.
* Communicating to the project management, consultants head office, contractors and other parties in the projects.
* Telephone calls: answering, transferring and forwarding phone calls; writing down notes (name & number, reason of the call) and passing them on to the respective person.
* Implementing office administration and all related secretarial arrangements.
* Managing company documents stored it appropriately on a daily basis and filed it in order to produce quickly upon request and maintain register logs for all documents.
* Providing typing of correspondences, letters, memos, proposals, faxes and reports including confidential matters to the clients, consultants, contractors, suppliers and etc.
* Updating and amending information, distribution and document and correspondences to the concerned parties.
* Performing secretarial activities including typing, filing and copying.
* Assisting in document control activities including preparation of letters and transmittals.

**Company: Associated Consultant Engineers (ACE) International, Dubai, UAE**

**Position: Secretary cum Receptionist – International City Project**

**Inclusive Date: August 2005 – December 2006**

* To carry out the day to day administration of the front office.
* Distribution of Mails, Faxes & Couriers.
* Communicate and provide support to customer queries.
* Preparation of letters & documents.
* Receiving and sending out correspondences, interoffice memos, contractor material submittals and all other documents from the head office, sites, client, contractors, suppliers etc.
* Registering all incoming & outgoing documents and correspondences.
* Assisting the staff in all typing works, inquiries, concerns and other delegated task.
* Coordinating with Head Office as well as the Resident Engineer / Asst. Resident Engineer and ACE Site Office Secretary for all routine matters and other concerns.
* Scheduling recruitment applicants for an interview as per instructions given by my superiors.

**Company: Future Home Real Estate, Dubai, UAE**

**Position: Secretary cum Receptionist**

**Inclusive Date: June 2005 – August 2005**

* Received inbound and attends the customers’ queries with regards to the real estate properties.
* Maintaining and updating the departmental filing system and dealing with mail, fax and general day to day general administration duties.
* Making tenancy contracts, and other related real estates tasks.
* Preparing summary of report for the accounts at the midst of the months such as petty cash, payment vouchers, disbursement, salary & expense summary.

**Company: Wilmon Auto Supply, Iloilo City, Philippines**

**Position: Secretary cum Accounting Clerk**

**Inclusive Date: April 2003 – April 2005**

* Making correspondence and reports to the subject matter.
* Communicate to the courier regarding the subject.
* Responsible for sorting and documentation.
* Responsible to establish and maintain a filing system for the company.
* Preparing vouchers and receipts to the customer.
* Responsible for the office inventory and accounts.
* Responsible for the phone calls.
* Preparing submittals and invoices in every transaction.
* Set schedules of appointments of the Managing Director’s.
* Prepare quotation and inquiries.
* Responsible for remittances transactions from abroad.

**Company: Equitable PCI Bank, Iloilo City, Philippines**

**Position: New Accounts**

**Inclusive Date: June 2002 – March 2003**

* Responsible for new accounts.
* Responsible for receiving phone calls and bank inquiries.
* Responsible for filling bank’s statements and reports.
* Receiving remittances and payments.
* Sorting out money into mute and new one.
* Other bank’s delegated works.

***PERSONAL DATA: EDUCATION:***

 Bachelor of Science in Commerce,

Date of birth : June 14, 1982 Major Management Accounting

Civil Status : Single (1999-2003)

Visa : Employment (DMCC) Central Philippine University, Philippines