

[**Benilda-271@2freemail.com**](mailto:Benilda-271@2freemail.com)

**BENILDA**



**PROFILE SUMMARY:**

* Focused and committed professional with 10+ years of hands-­‐on experience in executive administrative works. Performs as a Corporate Secretary/Business Consultant of the company and provides legal support assistance and management of the entire department.
* Possess strong knowledge and understanding in setting up business, amendment, re-­‐registration and renewal procedures in UAE On-­‐shore, Mainland and Off-­‐shore. Holds detailed knowledge and experience in offshore/onshore jurisdictions in UAE as well as immigration/visa procedures.
* Over 11 years’ working experience in gulf. I am capable of

working and achieving company’s objectives with minimal supervision, maintaining professionalism while

performing administrative tasks corporate re Organized and flexible and provides, able to take new challenges. Punctual and can maximize and minimize the work if needed.

* Ability to manage multi tasks simultaneously, meet deadlines, prioritize accordingly and flexible in a sense of can handle smoothly multiple demands and rapid changes.





**Experience**

June 2016 up to July 2019

**Corporate Secretary cum Administrative Assistant**

*Dubai, U.A.E*

**Key Accomplishments:**

* Utilise excellent communication skills while supervising and responding to client inquiries for structuring in Offshore, across UAE while focusing on timing and quality of services. Provide support and guidance to staff and clients, also efficiently prepares and completes risk assessment forms, PEP, KYC forms and Client Due Diligence documents of clients.
* Preparing and arranging incorporation company documents for company formation (like; Memorandum and Article of Associations, application form, registered appoint letter, consent to act as director or secretary & necessary documents etc.
* Uploading and applying to the portal (website) the legal company documents from the authority such as Amendments, miscellaneous, renewals and Re-­‐ registrations etc.
* Improving corporate functions by evaluating internal compliance procedures and implementing best practices. Streamlined document processing functions by utilizing labour law and immigration process knowledge, and retained confidentiality while keeping proper record of employee’s data.
* Leveraged “attention to detail” skills while articulating recommendations and solutions as per client’s capabilities and limitations in generating brief reports.
* Managed all aspects of legal matters related to labor issues and immigrations processes.
* Steered efforts towards organizing and managing certificates and other important documents as well as coordinated with consulate and relevant authorities for requisite attestation and legalization.
* Coordinating with legal authorities and obtained signatures from attorneys for legal documents.





Sept 2008 up to May 2016

**Administrative Assistant cum Receptionist**

Dubai, U.A.E

**Key Accomplishments:**

* Enhanced lead generation enabling the team to secure more deals through administrative works. And provides all the executive assistance to all staff specially to the managing Director of the company, and maintained proper documentation of corporate, immigration and property related files.
* Performing general office duties such as ordering supplies, maintaining records management systems, and performing basic bookkeeping and filing work. Filing and retrieving corporate documents, records, and reports.
* Preparing and maintaining meeting materials, business presentations and other department files. Maintaining all department information confidential and secure.
* Coordinating and direct office services, such as records and budget preparation, personnel, and housekeeping, in order to aid executives.
* Maintaining accurate records on properties, clients, and landlords. Any and all paperwork, documentation, contact details, reports.
* Assisting manager in scheduling conference calls and making travel arrangements. Maintain department calendar and ensure to meet deadlines.

Dec 2004 up to August 2008

**Administrative Secretary /PRO Assistant**

Dubai U.A.E.

**Key Accomplishments:**

* Acknowledged by management for excellent performance in multiple functions, including work management, quality in services and accuracy while performing tasks. Streamlined and controlled office operations in the absence of admin manager.
* Performed a variety of administrative or executive support tasks that highly confidential and sensitive.
* Provided general administrative and clerical support





and draft letters, correspondence, memos, charts, documents, tables, graphs, and plans as requested.

* Responsible of handling everyday secretarial works such as filing, typing, editing etc.
* Facilitating reservations, booking of clients to various hotels, safaris and cruises.
* Acting as a receptionist and/or meeting and greeting clients.

**Education**

* College: 18th June 1995-­‐ 27th March 1999 Baliuag University former Baliuag Colleges Course: **Bachelor of Elementary Education** Baliuag, Bulacan Philippines
* 7th June 1993-­‐ 27th March 1995

Course: **Business Systems Programming w/ Office**

**Procedures**

Philippine Computer Science (PHILCOMSCI) Baliuag, Bulacan, Philippines

**Technical Skills**

* Advance MicroSoft Office, WiseBoss systems, Window Adobe Reader, Dubizzle.com, Internet surfing, Google Search Print and Eu Scan Print research.

**Seminars**

* RAK International Corporate Centre -­‐ RAK ICC Portal on May 16, 2017
* RAK ICC -­‐ Meet the Registry 2017 -­‐ Shangri-­‐La, Dubai, U.A.E

**References**

Available upon request.

