Marinela

[Marinela.134993@2freemail.com](mailto:Marinela.134993@2freemail.com)

Dear Sir/Madam,

I am interested in the position you have posted.

I have always been with this strong ambition of joining a recognized & experienced team of excellence such as your company and would be most grateful if you could give me an opportunity to be part of.

Having extensive work experience in a multicultural office environment that had given me varied skills and ability to work with many different types of people and the flexibility of my chosen profession I can build my career in any industry that I may be able to join, I believe I could fit easily into your team.

I am a conscientious person who works hard and pays attention to detail. I'm flexible, quick to pick up new skills and eager to learn from others. I also have lots of ideas and enthusiasm. I have a proven ability to put together, motivate and support teams that are committed to increasing profitability & sustainability. I believe that my background in office administration, human resources, marketing, business development and its proven record of obtaining results in whatever position I have been to.

Thank you for taking the time to consider this application and I look forward to hearing from you and will be most grateful if I will be given a chance to meet with you to talk over my ability to meet your employment need in more detail.

Thank you in advance for your consideration.

Yours sincerely,

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**Professional Experience –Philippines**

**Prialto / Philippine Interactive Audiotext Services Inc**

Productivity Assistant / Executive Assistant

August 2013 – February 2014 & October 2016 – October 2017 – Taguig City, Philippines

* Administrative Services Management, arrange travels and events
* Executive-Personal Assistance, scheduling meetings and conference calls & appointments
* Executive Office Time Management, Calendar Management
* Customer Service management, Call & Email Reception
* Marketing & Sales Support, generate leads and prospect research and leads communication
* CRM Management, Salesforce Optimization, CRM updating, optimization & adoption
* Media Management, Online Media Support,
* Online Sales Management, Productivity Tools
* Expense Management, Executive Assistance with expense filing and reimbursements

**Al Farah Contracting / Horizon Energy, LLC.**

EA to the CEO & MD / MR for Company Standardization / General Office & Front Office Administrator

May 2015 – April 2016 – Abu Dhabi, UAE

* In-charge of the general office & administration support, office logistics & transportation
* Handles purchasing, safekeeping and distribution of office supplies & office inventory management;
* Management of General office records & document control.
* Responsible for providing secretarial, clerical, and administrative support
* Managing corporate incoming & outgoing communications & management executive email accounts & calendars, Coordinate and plan company events.
* Managing customer inquiries, screening incoming and outgoing calls, e-mails, fax distribution to appropriate personnel.
* Officer in-charge for Standardization, ISO certification, Departmental Standardization Audits.
* Officer in-charge for managing company subscriptions & office services contractor contracts.
* Conduct research and find resources to help staff & management make decisions about project and development possibilities.

**Tulip HealthCare Center / Subsidiary Company of Zaher Al Reyami Group of Companies.**

Human Resources Manager / Payroll Officer / Office Administrator

July 2014 – February 2015 – Abu Dhabi, UAE

* Conducts recruitment and hiring process, job postings, interviews, background check and other pre-employment requirements
* Payroll processing & management.
* Responsible for general HR management & documentation. Directs general office/HR - policies & disciplinary procedures.
* Responsible for new employees’ on-boarding, clearance & exit process for all outgoing employees.
* Overseeing governmental subscriptions & contracts.
* Handles purchasing, safekeeping & distribution of office supplies & office inventory management;
* Responsible for such accounting job such as requesting, recording & reimbursements of payables & receivables, bookkeeping.
* Performed administrative support & management for the company, Homecare Center, Rehab Center & to the Medical Center.
* Coordinates and plans company events
* Management of General services department including office logistics & transportation.
* Management of General office records & document control.

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**Brief Profile**

I am a versatile and conscientious achiever with excellent communication skills to a broad spectrum of people. Of professional manner at all times and has the ability to work both independently or as a team leader/member. Highly innovative and self-motivated to achieving outstanding results with attention to details. Proven background with consistent promotions to positions of increased responsibility.

**Areas of Expertise**

* Personal/Executive Assistance/Secretarial
* Office Management & Administration
* Directory & Contact Management
* Organizational Skills
* Forms Creation
* Business Letter Writing
* Events Organizing & Facilitation
* Email & Social Network Marketing
* Document Control
* Business Planning & Development
* Company Set-up/Start-up
* Project Studies, Feasibility & Research
* Sales & Marketing Strategies
* Forecasting & Planning
* Brand Administration & PR Initiatives
* Mystery Shopping & Business Review
* Company/System/Procedural Standardization
* Proficient in Computer applications, Microsoft Word, Power Point, Excel, Adobe Photoshop, Corel Draw, Outlook, Internet Research, Online Calendar, CRM applications, Expense Management Application, ERP Systems, Spreadsheets, Database, etc.

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**Education**

COLLEGE

CENTRO ESCOLAR UNIVERSITY

Mendiola Manila Philippines

Mass Communication Major in Broadcasting 2001

SHORT COURSE

AMA-Computer Learning Center

Mandaluyong City Philippines

Computer Desktop Publishing & Media Arts 2000

SECONDARY

Mount Carmel High School

Polillo, Quezon Philippines

PRIMARY

Polillo Elementary School

Polillo Quezon Philippines

**Personal Information**

Date of Birth : October 13, 1980

Place of Birth : Laguna Philippines

Gender : Female

Citizenship : Filipino

Religion : Roman Catholic

Driving License : Philippines / UAE

Office Manager / Administrator / Executive in-Charge of General Office / Front Office Administration

July 2012 – February 2013 – Abu Dhabi, UAE

* Responsible for providing secretarial, clerical, and administrative support
* Preparing correspondences, proposals, quotations, local purchase orders, sales report, invoices.
* Attending customer inquiries, screening incoming and outgoing calls, e-mails & fax distribution
* Monitoring office supplies, stationeries, production supplies and preparing purchase requisition.
* Manage all staff responsible for specific tasks, and assignments. Attend personnel’s needs inquiries, requests and complaints.
* Departmental human resources management & administration. Monitoring and reporting attendance, leaves and eligibility of all employees.
* Creating, controlling and reporting status of Purchase Request, and Cash Expenses through ERP
* In charge of preparing all documents required by Custom for the import and export goods both in UAE and country of Origin.
* Document Control, maintain general filing system for all documents, reports and correspondences for office reference and operations.
* Responsible for the implementation and ongoing maintenance of all office policies and procedures.
* Coordinates repairs & maintenance of all office equipment
* Coordinating clients’ confirmed order to register, prepare and process the Sales Order and Delivery Order. Respond to client's complain and identifying prevention solution.

**Inmaa Al Otaiba Private Companies Est. Mgmt / Office Of H.E. Mouza Saeed Ahmad Bin Khalaf Al Otaiba (Mother Company of: Al Menara ME, Bizilinkz, La Diva Moda, Triumph Properties, M2 Production)**

* Communications, Research & Business Development Officer

May 2010 – July 2011 – Abu Dhabi, UAE

* Responsible for researching, analyzing and reporting on potential business opportunities.
* Managing internal and external communications to support CEO’s business initiatives.
* Responsible for administrative development of corporate policies & procedures
* Liaising with the company in its relevant business related individuals & external organization.
* Leading the marketing & company branding development.
* Planner and assessor on a variety of assignments and organizing special events and projects.
* Business Development Officer

October 2009 – May 2010 – Abu Dhabi, UAE

* Responsible for Company’s development plan & initiatives, lead & follow up the concerned team for its implementation.
* Analyze, research & report business/market plans. Identify opportunities for growth, development and expansion of the company’s operation as per strategic plans.
* Organize & facilitate the Company set up of operations in the region in accordance with the regulatory requirements.
* Responsible for creation of research, reports, proposals & presentations.
* Assisting in assessing of consultancy, sponsorship & franchising contracts of the Company.
* Coordinates and key point of contact for CEO’s personal, family, charity & public affairs.
* Executive Secretary to the CEO

June 2009 – October 2009 – Abu Dhabi, UAE

* Executive in-Charge of General Office Management
* In-charged in the company’s Internal & External Communications
* Handling Administrative Memo Facilitation & Documentation
* Assisting the CEO in all her business requirements, business research done for different company business opportunities.
* Initiates the implementation, revision and improvement of company procedures
* Assisting the Marketing Group in all of their Incoming & outgoing Project Communications
* Documents & Logistics Facilitation of all the projects

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* Coordinate and plan company events
* Coordinate and plan company events

**Penta Emirates General Trading, LLC**

Business Development Officer / Admin / Secretary

March 2008 – June 2009 – Abu Dhabi, UAE

* Executive in-Charge of General Office Management & Internal & External Communications
* Assisting the Managing Director & Company Board Members in all of their business requirements & purchasing
* Responsible for Business Studies done for different company business opportunities.,
* Creditable to each and every Feasibility Studies done for numbers of international Companies prospected to have business with.
* Documents & Logistics Facilitation of all the projects

**Powers & Grant, Inc.**

* Head of Marketing / Business Development Officer (directly reporting to the President/CEO)

December 2002 to June 2007 - Pasig City, Philippines

* Head of the Marketing responsible of selling five projects from different Locations.
* Generate Formulate Sales Strategies, Sales Reports & Analysis
* Feasibility & Competitive Studies for new projects
* Sales Group Assessment & Trainings
* In-charged with the maintenance of Updated Group advertisement paraphernalia, sales budget & monthly activity planning & weekly set up of project open houses & exhibits.
* Marketing Assistant (directly reporting to the Marketing Head/Admin)

December 2000 to February 2001 - Pasig City, Philippines

* Assisting the marketing Head in conducting Trainings & Project Briefings, Group in Sales Activities
* Assisting the Admin Group in publishing advertisement materials & generating Memo’s & Promos for Agents
* Personal Secretary (directly reporting to the Group Manager/AVP-Chartered Investment Group)

December 1998 to May 1999 - Pasig City, Philippines

Assisting the Group Manager in generating Sales Activities, Sales Reports, Sales Memo’s & other documentation requirements.

**Contractual / Consultancy / Brands Research / Business Planning Experiences – UAE & Philippines**

* Diasanta Documentation Services / Kabayan Express & Kabayan Regalo

June 2016 to December 2016 – HR / Business Development / Office Administration / Legalities, Documentations & Registrations

* Another Lane Gateway Philippines, Inc. / Subsidiary Company of Another Lane Japan, Inc.

February 2014 to June 2014 - Business Set-up / Business Development / Office Administration / Legalities, Documentations & Registrations

* Asia America’s Business Process Inc. / Subsidiary Company of Accurance Inc.

March 2013 to July 2013 - Marketing Strategies / Client-Leads Sourcing Strategies / CRM Optimization / Mass Email Marketing

* African Business Women Association (ABWA)

September 2013 to October 2017 - Administrative /Marketing Strategist /On-line, Emailer /Client & Sponsor Sourcing

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**Feasibility & Business Research – UAE & Philippines:**

* Bens Cookies for Middle East (2008)
* Prepaid Laundromat for Abu Dhabi (2008)
* Noraly Perfumes (2009)
* Café Barbera (2009)
* Shawarmanji (2010)
* Petron Franchise Philippines (2011)
* Shleila Farms – Australian Lambs (2011)
* Food Court Leasing - Abu Dhabi Polytechnic University (2012)
* Galleria - Abu Dhabi Art Museum at Galleria Mall Abu Dhabi (2016)