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| KEVIN  Company Secretary with HR & Accounts Experience  [Kevin.136117@2freemail.com](mailto:Kevin.136117@2freemail.com) |  |
| **History of successful renovation of company filing system** and creation of data recovery systems designed to improve data management. Strong background in Office Administration  **Inventory Monitoring, HR, Store-keeping, and Accounts experience,** with two years in progressive roles with large companies.  **Refined multi-tasking and flexible working skills** and experience working collaboratively with sales people and different departments of the company.  PROFESSIONAL EXPERIENCE  SECRETARY  Siji Ready Mix LLC, Fujairah, UAE, January 2017-Present (On Notice Period)  Joined as company Secretary doing administrative jobs. Assigned with production monitoring and invoice logistics based on strong analytical skills and attention to detail.   * Decreased turnaround time in invoice delivery of customers * Reduced errors in reports that improved the department data analysis * Designed new filing systems and data recovery methods. * Attending to telephone calls – (answer, screen, forward incoming calls) * Maintain a sufficient inventory of office and pantry supplies * Draft emails, routine letters, memos, reports, and minutes of meetings, scientific or technical material, numerical data, and disseminate to different departments,   • Process leave requests, air ticket for annual leave, itinerary, expenses, and other travel related documents.  • Provide administrative support across the organization  HR ADMINISTRATOR  SM Development Corp., Manila, Philippines, July 2015-October 2016  Assigned in processing newly hired employees and monitoring their contracts. Responsible for checking submitted requirements, sales performance, and contract updates during renewal.   * Achieved high level of accuracy in the encoding of employee data in SAP * Assured that all the movements of employees are up to date including termination, promotions, new hires, and salary adjustments. * Coordinated with universities and event organizers for job fairs * Fill up vacant positions upon the sales manager and sales director’s request. * Conducted phone and personal interviews for applicants. | SKILLS  Office Administration  Business Email  MS Office  SAP-HR  Store-keeping  Customer Relations  Timekeeping  Tally System  HIGHLIGHTS  Reduced monthly purchasing costs **5%**  Faster invoice logistics for clients  Improved data and records recovery  EDUCATION  **Bachelor of Arts in Behavioral Science**  University of Santo Tomas, Manila, Philippines  (UAE Attested)  LANGUAGES  English *(Fluent)*  Arabic *(Basic)*  Filipino *(Native)* |