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| KEVIN Company Secretary with HR & Accounts ExperienceKevin.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 EXPERIENCESECRETARYSiji 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 organizationHR ADMINISTRATORSM Development Corp., Manila, Philippines, July 2015-October 2016Assigned 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.
 | SKILLSOffice AdministrationBusiness EmailMS OfficeSAP-HRStore-keepingCustomer RelationsTimekeepingTally SystemHIGHLIGHTSReduced monthly purchasing costs **5%**Faster invoice logistics for clientsImproved data and records recoveryEDUCATION**Bachelor of Arts in Behavioral Science**University of Santo Tomas, Manila, Philippines (UAE Attested)LANGUAGESEnglish *(Fluent)*Arabic *(Basic)*Filipino *(Native)* |