18 June 2013

Dear Sir/Madam:

It has come to my knowledge that your good office is in need of competent, reliable and hardworking staff. I am most interested to apply in any position suited to my qualifications.

I am, SHARON CAPADA-DURON, married, 35 years of age and a graduate of BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION major in Marketing from the University of the Philippines in the Visayas.

With determination and competence, I am very much willing to learn about your company’s trade. I believe I have the capabilities and personality to develop into an effective and committed worker.

I would be willing to discuss my qualifications further should you decide to consider my application. I could be reached through mobile number +971-50-846 0099.

Thank You.

Sincerely yours,

SHARON C. DURON

Dubai, UAE

Cel. No. +971-50-846 0099

Enclosure: CV

**Curriculum Vitae**

**sharon**

SHARON.174596@2freemail.com

**OBJECTIVE**

To utilize my skills and abilities efficiently and effectively in order to contribute to the success of

the company.

**WORK EXPERIENCES**

**Administration Associate / Purchaser**

**Dubai Enterprises LLC**

**Dubai, UAE**

**19 April 2010 – 16 June 2013 -(3 yrs.) End Cont**r**act**

* Prepare and Send Enquiries, Follow-up Quotations from Suppliers, Prepare Price Comparison, Analyze

and Identify the Best Offer and Prepare Purchase Orders for Supply Only & Supply & Fix.

* Follow-up for Purchase Orders sent and Maintain and Monitor Master file for the same.
* Monitor status of On-going Building Projects and Provide Report to the CEO regularly.
* Draft Subcontract Agreements, Monitor Subcontract Agreements, Monitor Payments and Subcontract due dates.
* Prepare/Compose Email & Letter Correspondences for Suppliers , Subcontractors, Main Contractor and Main Consultants.
* Monitor stock items at the warehouse and make sure that all items are readily available for maintenance

Requirements; Identify fast and slow moving items and monitor material re-order levels.

* Prepare and Maintain Petty Cash Replenishments

**Document Controller-Admin/ Filing Administrator/ Secretary**

**Micekraftwork LLC (Interior Design)**

**Dubai, UAE**

20 February 2006 – 31 March 2010 **(4yrs)**

* Receives all Incoming Documents (Emails & Faxes) and Maintain Proper Documentation
* Responsible for the Overall Filing of Company and Project Documents (Electronic & Hard Copy)
* Provide Secretarial and Administrative Support to the Department
* Prepare Letters and General Correspondences of Managers & MD
* Arrange Travel & Bookings for Staff
* Assists Reception, Attend Telephone Calls, Manages Switchboard and Welcome Guests and Visitors.
* Assists HR Manager in Recruitment

**Accounts/ Office Administrator**

**Sinewave Technologies**

**Dubai, UAE**

15 June 2004 – 31 January 2006

* Responsible for Overall Administration work
* Prepare General Correspondences
* In- Charge of 201 Files, Keep Track of Staff Documents
* Prepare Day to Day Accounting entries using **Tally Software**
* Generate Accounting Reports, Prepare Statement of Receivables and Payables, Preparation of Payroll.
* Follow up for the Outstanding Payments of Customers
* Prepare Monthly Sales Report
* Manages Inventory Control, In-Charge of Purchase Orders (Local and Int’l), Deal with Suppliers
* Prepare Quotations and Enquiries.
* Liaison with Bank.

**Skills & Abilities:**

* Advanced computer literacy skills in Word, Powerpoint and Excel
* Possess excellent administrative and organizational skills
* Be able to handle a high volume workload with tight deadlines
* Excellent communication and interpersonal skills
* Confident and has the ability to deal with all levels in the organization

**EDUCATIONAL ATTAINMENT:**

 **School Year**

**College University of the Philippines-Visayas 1995-1999**

 **Bachelor of Science in Business Administration**

**Status : Married**

**Age : 35 yrs. Old**

**Date of Birth : 09 May 1978**

**Place of Birth : Cabatuan, Iloilo**

**Height : 5’2”**

**Weight : 120 lbs.**

**Machines : Typewriter (manual, electric)**

 **Fax Machine, Personal Computer**

**Computer Skills Tally Software, Microsoft Word, Microsoft Excel, MS Powerpoint, Internet**

**Philippine Professional Civil Service Exam Passed : 85.44 %**

**Training Attended: Nadia Training Course- General Correspondence**