**POSITION APPLIED FOR:**

A challenging position that will support the goals and quality of the company.

**OBJECTIVES:**

To gain employment in a prestigious organization that can enrich, utilize and incorporate my education and training, to broaden leadership and management skills and provide an opportunity for career and personal growth.

**JOB EXPERIENCES (LOCAL AND OVERSEAS):**

**POSITION: *General Affairs Senior Supervisor***

**COMPANY NAME: *NIKKOSHI. PHILS. CORP.***

*Sto. Tomas, Batangas - Philippines*

**PERIOD: May 2006 – August 2015**

**DUTIES AND RESPONSIBILITIES**

* Spearhead the company’s corporate events
* Sourcing of general services providers
* Handle complaints and other issues pertaining to general services
* Monitor working contracts of general service providers
* Perform local and international reservations for hotel and air tickets upon the requests of the company officers
* Ensure that all legal requirements of expatriates are being secured relative to their work requirement (Visa and Alien Employment Permit)
* Oversee shuttle dispatching, company cars official business trip scheduling and maintains company cars repair and preventive maintenance
* Preparation of Departmental Budget Planning and Monthly Forecast
* Preparation of documents and filing of visa of overseas trainees

**POSITION: *Admin. Executive***

**COMPANY NAME: *BIN MASOUD REAL ESTATE***

*Dubai, United Arab Emirates*

**PERIOD: October 2002 – January 2006**

**DUTIES AND RESPONSIBILITIES**

* Attend to clients / tenants’ inquiries & complaints
* Coordinate with person / company’s in-charge for building maintenance
* Prepare bank deposit slips, payment and receipt vouchers
* Handle and manage petty cash disbursement
* Proper monitoring of tenants’ account
* Prepare the monthly rent income & expenses report
* Prepare correspondence such as memos & quotations
* Maintain manual filing and documentation
* Attend to calls, incoming and expected guests
* Prepare appointment and endorsed to the accurate person depending on their concern
* Manage and handles all administrative work including office requirements
* Coordinate and manage all the company’s important notices, memos and different agenda, strategies, and confidential matters
* Receive and transcribe confidential dictation as required.

**POSITION: *Marketing Executive***

**COMPANY NAME: *OUANS WORTH FARM & RESORT***

*Lucena City, Philippines*

**PERIOD: *June 2000 to April 2002***

***DUTIES AND RESPONSIBILITIES***

1. Suggest innovative marketing strategies which will be used for the organizational growth
2. Perform keen analysis of the new market trend
3. Prepare proposals for prospective clients depending on their needs
4. Make follow up calls for new referrals and prospective clients
5. Overall coordinator for the banquet event and front office function
6. Attend meetings and exhibitions and to any other related function that will benefit to achieve the company’s goal
7. Process post charges and payment settlements of guests in a timely manner.
8. Pre-assign rooms and accommodate guests.

**POSITION: *Division Secretary (System Division)***

**COMPANY NAME: *METROBANK***

*Makati Avenue***,** *Philippines*

**PERIOD: *May 1999 to October 1999***

***DUTIES AND RESPONSIBILITIES***

1. Handling and keeping files which will be used as reference.
2. Handle all incoming calls, distribute documents received by e-mails, fax and mails as well as forwards back all the data’s required.
3. Manage the reception area and attend to all incoming and expected guests.
4. Answer incoming calls and transfer to concerned person
5. Proper monitoring of division’s office supplies

**EDUCATIONAL ATTAINMENT:**

***BACHELOR OF SCIENCE IN COMMERCE –***

***Major in Computer Science & Information System***

*Centro Escolar University*

*Graduated 1999*

Manila, Philippines

**REFERENCE:**

Available upon request