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**CHARLEEN**

**CHARLEEN.251703@2freemail.com**

**CAREER OBJECTIVE:** To pursue a highly rewarding career and seek a challenging job where my skill set can be better utilized and where my capabilities are more recognized and there’s opportunity for growth.

**--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------SKILLS:** Efficient in Oral and Written Communication, Proficient in Word Processing Software (Word, Excel, PowerPoint, Outlook & etc.,) and Internet, Public Relation Skill, Typing and Stenography and IS Tools Software. Writing Skills, Reporting Skills, Supply Management, Scheduling, Organization, Time Management, Presentation Skills, Equipment Maintenance, Travel Logistics, Verbal Communication.

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**EDUCATION:**

College

**2004 Bachelor of Science in Office Administration**

 University of San Carlos

 Cebu City, Philippines

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**PROFESSIONAL SUMMARY:** Nine (9) years of Administrative support professional, Documentation and Project Control experience in Telecommunication Industries + Four (4) years of combined experienced in Financial, Legal and Sales providing thorough and skillful support to senior executives in diverse business settings.

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**EMPLOYMENT HISTORY:**

12/2015 – Present **Assistant to Operations Manager**

 **Al Midiaff International Co. LLC. , Abu Dhabi, United Arab Emirates**

* + - Manage and coordinate Finance office in addition to providing executive and administrative support, research as well as developing channels of communication with internal and external stakeholders.
		- Managing local payroll including maintenance of payroll records and statutory compliances.
		- Managing petty cash transactions and payment of invoices and fees as required or otherwise instructed.
		- Monitoring and updating of Company business units’ license, permits, payments, etc., by ensuring their compliance with the systems, structures and standards set by the company and various government agencies.
		- Submit and ensure the processing of all types of applications and paper works to the local government bodies, including but not limited to Employment or Residence Visas, Visit Visas, Trade License, and Labor Permits.
* Coordinate and perform research projects and special assignments as requested.
* Assist and works with the Business Development Executive and Sales Manager in the company registration and system updates and provide direct administrative support.

01/2015 to 06/2015 **Project Coordinator/Controller**

 **San Miguel Corporation, Manila, Philippines**

* In-Charge of project coordination and act as Assistant to the Project Manager in project/sub-project implementation in Visayas and Mindanao area which includes but not limited to: coordinate the overall project plan and schedules; monitoring the site-specific forecast and actual progress.
* Supports the Project Manager with consisted and readily updated timelines, plans and reports for assigned project/sub-project and coordinates all relevant company and project routines in cooperation with other departments of the company
* In-charge of project monitoring tracker of assigned project/sub-project in terms of data monitoring and control and acknowledged by SMC Telco management for the correctness and reliability of data and planning system in SMC Telco.

02/2010 to 12/2014 **Regional Admin**

 **Huawei Technologies Philippines, Inc., Cebu City, Philippines**

* Manage administrative department, maintain a safe and secure work environment and carry out office administration including update and upkeep of filing and records and the review of various office procedures to ensure the smooth running of the office.
* Maintains local financial records and arrange authorization and payment of bills, initiates invoicing, handle banking and merchant services. Record, monitor expenses, raises monthly invoices.
* Events organizing
* Facilitates and consolidates requirements for supplier’s accreditation.
* Facilitating the document processes between Huawei, the service partners and the customer.
* Monitoring, checking of site documents and updating all necessary disciplines directly involved in the project regarding the progress or status of documentation.

09/2007 to 02/2010 **Site Handler/Document Controller**

**Ericsson Telecommunications, Inc. – ENP, Cebu City, Philippines**

* SiteHandler Updating (updating and monitoring all data from all departments which includes Civil Works, Telecommunications, Site Acquisitions, RND, IE, and TND).
* Defines the documentation standards, and facilitates the document processes between Ericsson, the service partners and the customer.
* Network Roll-Out Monitoring for Visayas Region; updating on the Civil Work Activities, Telecom Implementation and Site Acquisition.
* Facilitating WORAP (Work Order Request Access Pass) – installation, expansion, enhancement or upgrade, maintenance, correction, Radio Network Optimization, rectification and clearing

06/2004 to 10/2006 **Administrative Assistant**

**PULCHRA – P & I Resorts, Inc., Cebu City, Philippines**

* Provides assistance to the General Manager, Administrator and Finance Manager.
* Payment of invoices and fees as required or otherwise instructed.
* Computes and process the sickness benefit reimbursement, maternity benefit and sickness notification of employees.
* Prepares and process claims, quarterly report on contribution and process employee’s loan application.
* Facilitates on employee’s membership, status and change of information.

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**PERSONAL INFORMATION:**

 Civil Status: Single Citizenship: Filipino

 Birthdate: March 28, 1983 Visa Status: Employee Residence Visa