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Objective:

To work as a Secretary, Administrative and Marketing position in your good Company. Employing ability to work in a team fostered environment, negotiation and interpersonal skills and the capability of working in a culturally diverse setting.

Work Experience

Secretary

Kwangjeok Filipino Catholic Community

Nov. 17, 2011 – Nov. 24, 2013

Skills

* Prepare wide range of communications, reports and documents.
* Coordinate Meetings and community’s quarterly General Assembly.
* Prepared Correspondence, Minutes and Monthly Community Newsletter.
* Developed innovative initiatives to enhance internal efficiency and effectiveness.
* Ensured clarity and commitment from fellow Officers and Members.
* Overcomes obstacles to cooperation and to foster harmonious fair relations to all.

Vice President

Kwangjeok Filipino Catholic Community

Dec 8, 2013 – Nov. 15, 2015

Skills

* Prepared correspondence, reports, minutes of meeting and Publisher of Community Newsletter every couple of months.
* Thinking creatively and strategically to successful mediate and negotiate to individuals and groups.
* Balancing priorities, complex situations and deadlines.
* Ensures understanding and transparency from fellow Officers and to community.
* Responsible for supporting the President and other officers in all aspects through strategically planning guidance.
* Systematically cultivates and maintain long – term relationship with Members and Officers

to achieve mutual goals.

ACCOMPLISHMENTS

* Updated the Community’s Rules and Regulations partly.
* Having an additional 3 new Committees in the community.

(Korean Filipino Committee, Youth Committee and Children Liturgy.

* Meeting the expectation of 270 Community Members.

Property Sales and Club Sales

Canyon Cove Residential Beach Resort

Sept. 16, 2007 – Feb. 2, 2008

Receptionist

Gulf Emirates Manpower Supply

UAE

Oct. 29, 2006 – December 5, 2006

Secretary of the Corporate Manager

Al Mobadalah Contracting, LLC

Sultan Business Centre

Part – Time Job

September 9, 2006 – October 22, 2006

PERSONAL BACKGROUND

Date of Birth: September 11, 1985

Age: 30

Marital Status: Single

EDUCATION

University of the East, Philippines

BSBA, Major in Marketing, 2006

ON THE JOB TRAINING

University of the East

Accounting Department

June 30, 2005 – October 18, 2005

Philippines

TECHNICAL SKILLS

* MS WORD, MS EXCEL, MS OUTLOOK
* Excellent in Spelling and Grammar Skills
* Excellent in Correspondence

CORE COMPETENCIES

* Organizational and Planning Skills
* Verbal and Written communication skills
* Data Collection and Management
* Accuracy and attention to detail
* Problem Analysis
* Great Decision Maker
* Initiative
* Confidentiality

KFCC – Spiritual Adviser KFCC – President 2013 – 2015