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|  | [Eileen.368974@2freemail.com](mailto:Eileen.368974@2freemail.com) |  |  |
| To obtain position in a progressive firm which offers growth and opportunity to utilize and expand my interpersonal, technical and organizational skills, gain additional knowledge and experience for future advancement of both professional and financial status. Whereby, I ensure my dedication, support and be a contributor to the company’s continuous growth and success. | | | |
|  |  | **EXPERIENCE** | | |
| **02/2017 – 05/2017**  **06/2004 -09/2016**  **03/2001-12/2003** | **EXECUTIVE SECRETARY**  **G.O.P.E. (Gas, Oil & Petrochemical Engineering LLC)**  **Dubai, United Arab Emirates**  **EXECUTIVE SECRETARY/ADMIN ASSISTANT/OFFICE IN CHARGE**  **Rational System Trading LLC/Keft Trading/110V Trading LLC**  **Dubai, United Arab Emirates**  **SECRETARY CUM RECEPTIONIST**  **Saifee Ship Spare Parts & Shipchandlers LLC/Offshore Marine Trading Co. LLC**  **Dubai, United Arab Emirates**  **DUTIES AND RESPONSIBILITIES**   * Handles full responsibility on business terms of payment whereby through cheque, telegraphic transfer and import or export letter of credit i.e. applications, amendments and preparation of documents in compliance with letter of credit terms and conditions. * Handles/monitors import and export shipments. * Manage all queries received from different customers, sourcing out and sending inquiry to different suppliers/manufacturers locally or globally * Prepare quotations, pro-forma invoices, purchase orders and shipping documents * Communicate directly with suppliers/manufacturers, clients and shipping company locally and globally. * Responsible in all administrative documents; undertakes, organizes and keeps regular filing to maintain records in proper and appropriate order. * Perform other tasks that may assign for/by the Managing Director from time to time.   **SHARED HR ADMIN & RECEPTION DUTIES to include;**   * Assisting the HR Specialist with the documentation/hiring process for new employees as well as renewals * Prepare letters, memos, warning letters, certificates, etc… as per request and if needed. * Taking, screening and placing phone calls; organizing and maintaining e-mails * Assist clients and guests and direct them to appropriate individual * Book travel as needed, including arranging accommodations according to preferences * Copy and circulate agendas and other information. * Coordinating travel arrangements/documents in connection with business collaboration, meeting schedules and conference calls * Handling and distributing incoming/outgoing mails, e-mails and correspondences   **SKILLS & ABILITIES**   * Numerical Skill * Knowledge with MS Office and Outlook * Knowledge of modern office equipment such as multi-line phone, fax, typewriter, copier, scanner and printer * Well experience working in a network environment * Excellent ability in preparing and creating correspondence for different establishment. * Abilities to establish work priorities and proceed independently without further supervision * Ability to work well even under pressure without missing deadlines * Ability to use independent judgment in many tasks * Dedicated and hardworking person | | | |
|  | **PERSONAL DETAILS** | | | |
|  | Birthday : 14 December 1967  Nationality : Filipino  Gender : Female  Marital Status : Single  Height : 5’ 2”  Language Spoken : Tagalog & English  Education : Civil Engineering (2nd year) | | | |