

**MARY JANE**

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*Holding UAE driving license*

**CAREER OBJECTIVE**

To obtain the position of an Admin Coordinator where my skills would be used for the betterment of the company and its employees.

**HIGHLIGHTS OF QUALIFICATION**

* Provide high level of administrative support by handling information request; perform clerical functions such as preparing correspondences, receiving visitors and arranging conference calls.
* Thorough competence in handling the routine of administrative functions
* Proven track record in customer service like managing front desk operations, processing sales order and communicating reliable information to customers.
* Managed a diversity of routine functions and projects in a fast-paced organization.
* Proficient in MS Office suite
* With more than 9 consecutive years professional experience in UAE
* Thorough knowledge in UAE Visa processing.
* Ability to multi-task, attention to detail, highly organized
* Can work independently, have pleasing personality and a Team Player
* Excellent communications skills in English language (written & spoken), conversant in Arabic

**PROFESSIONAL EXPERIENCE**

**Admin Manager cum PRO**

RWL Water Middle East FZE, JAFZA, Dubai

April 2014 – April 2017 (3.0 years)

* Execute staff payroll using WPS
* In charge in client payments through wire transfer
* Responsible in visa processing for all employees; trade license & lease renewal
* Maintain monthly reports for company petty cash expenses

**Admin Coordinator cum PRO**

Landmark PR and Events FZ LLC, Media City, Dubai

July 2010 – March 2014 (3.8 years)

* Responsible in visa processing for all employees – new visa, renewal, cancellation
* Processing invoices, vouchers and purchase orders
* Preparing monthly reports for the client



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* Ensuring that all documents are properly organize in their respective folders
* Responsible for all incoming and outgoing correspondences
* Responsible of incoming mails and/or materials and distributing to appropriate offices and staff
* Checking and responding all emails from clients and suppliers
* Maintaining client database
* Interacting with clients, vendors and visitors
* Responsible for all monthly bills, dues and petty cash reports
* Ensures all other administrative work assigned by the Manager to be completed on time
* Well versed with documentation and employment formalities
* Handled general office routine, profile maintenance and other administration tasks as required

**Secretary cum Receptionist**

Skyplan FZC, Sharjah

August 2007 – May 2010 (2.9 years)

* Answered all incoming and outgoing calls, handled their queries and forwarded them to the appropriate staff member
* Provided services to the Manager’s needs with regards to Company’s documents.
* Executed computer works encoding (Words, Excel and PowerPoint).
* Responsible for paper and electronic filing system for records, correspondence and other materials.
* Open, sort and distribute incoming correspondence, including faxes and email.
* Responsible in making business correspondence and making LPO’s for both local & international suppliers.
* Knows how to operate OMS software for making quotations. Performed related duties as assigned.

**Owner**

DELA CERNA Mango Producers & Exporters, Philippines

January 1999 – June 2007 (8.5 years)

* Managed the daily operation of our mango products, inside and outside Philippines
* Controlled and directed procurements of production materials
* Managed the financial operation and expenses including labor salaries In-Charge of Marketing the product for local and export sales

**Telecommunicator**

PWI- Pocketbell Wireless International Corp, Philippines

May 1996 - Dec 1998 (2.7 years)

* Encoded data like medical reports from hospital staffs
* Ensured precise and correct data information from clients and customer's messages
* Ensured correct data were achieved and properly restored
* Performed editing and quality checking of data based on standard and specifications as required

**EDUCATION**

* **Bachelor’s Degree in Biology, March 1996**

*Xavier University, Cagayan de Oro City, Philippines*

* Basic Computer Course & Data Encoder, Data Entry Operations, June 2007 *D.A.T.S of the Philippines*



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**PERSONAL DETAILS**

Nationality: **Filipino**

Gender: **Female**

Marital Status: **Married**

Date of Birth: **March 14, 1974**

Visa Status: **Visit Visa**



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