**RAQUEL**

Email Address: [Raquel.370670@2freemail.com](mailto:Raquel.370670@2freemail.com)

**CAREER OBJECTIVE:**

To be an invaluable member of a dynamic team in an industry where I can utilize my existing skill sets. An ideal position would be not only demonstrating my ability but to enhance the abilities I already possess for mutual benefit of employer and employee.

**PERSONAL DATA:**

Birth Date: 22 October 1986

Gender: Female

Status: Single

Nationality: Filipino

**PERSONALITY TRAITS:**

* Enthusiastic attention to detail, especially when customer facing, first impressions count.
* A demonstrated flexible approach to work, equally comfortable working under my own initiative or part of a team.
* Excellent organizational skills – ability to prioritize and plan effectively.
* Excellent communication skills (both verbal and written).
* Time management skills.
* Integrity is Key, I pride myself upon the honesty and the discipline I exude in any task presented.
* Trustworthy – Can be totally discreet about the confidential information handled
* A demonstrable high work ethic, working together can only help succeeding together.

**SKILLS /QUALIFICATIONS:**

* Fluent Speaker of English and Filipino
* Friendly approach with staff, clients and visitors
* April 2003: Damortis National High School Diploma
* March 2006: Nursing Aid in the Associate Institute of Midwifery, Caregiver & Practical Nurse University of Perpetual Help – Delta System
* December 2009: Diploma in Cabin Crew Course Aviation Direct Career Institute
* Philippine Conduct and Rescue Operational / First Aid
* ETA Consultancy – Basic Food Hygiene Highest level hygiene and safety standard
* Qualified in KHDA approved Microsoft Software Suite
* Win PCS

**PROFESSIONAL EXPERIENCE:**

**Williams Business Consultancy DMCC**

April 2015 – present

**Management Level worked for – Managing Director / Owner**

**Roles Handled:** Personal Assistant / Administrative & Office Manager / HR Coordinator / Accounts Assistant (Provide Office & Administrative Management, Travel, Accounts Assistant, HR Coordinator, Secretarial functions at the same time)

* Provide personal and professional support to Managing Director
* Acts as first point of contact with clients/ vendors/ administrators and directing them appropriately.
* Receive/send external & internal couriers; Re-direct to intended recipients based on content
* Maintain supervisor’s calendar for dates of importance.
* Monitors and safe keep personnel record to strictest confidence.
* Interface with building management to ensure office maintenance is performed promptly.
* Compare prices, specifications, and delivery dates in order to determine the best bid among potential suppliers.
* Maintain documents, filing and archives (electronic and physical).

**Accounts Assistant**

* Data Entry of sales invoices using Sage, QuickBooks and Peachtree software and record transactions
* Assists accounts receivable by recording invoices.
* In-charge of follow up of the cheques collection and preparing of receipts for cheques collection
* Vouching of monthly transaction report against receipts voucher and petty cash against actual receipt
* Preparation of payroll under WPS (Wage Protection System) program for a company client

**HR Coordinator**

* Ensure the relevant HR database is up to date, accurate and complies with legislation. Assist with day-to-day operations of the HR functions and duties. Provide clerical and administrative support to HR, Develop and implementing disciplinary policies
* Ensure new employees are properly welcomed, orientation is effectively conducted and appropriate training is completed in a timely manner.
* Processes clients’ employees WPS Payroll through AL Ansari Exchange.
* Interface with PRO for obtaining and cancelling visas, trade license and dealing with other government / legally required documentation for the business and staff

**Leighton Offshore Pte Ltd. - Dubai Branch**

July 2013 – April 2015

**Management Level worked for – Commissioning Manager / Area Manager / MENA / Project Manager**

**Roles Handled:** Commissioning Administration, Receptionist, Procurement Assistant, Travel Coordinator, Document Controller Assistant

* Consistently demonstrated the ability to efficiently prioritize the duties of a large Commissioning Team, the need to effectively utilize manpower resources and highly confidential documentation was paramount.
* Being the first point of contact for both existing and potential Clients necessitated adopting the ability to demonstrate both a firm and reassuring demeanor, this ability was essential for email, telephone and face-to-face engagements.
* Flexibility was essential when organizing large participation events, itineraries, personnel and venues invariably changing. Notification to all parties concerned required out of hours communication.
* Perform other administrative and clerical duties as needed by the department
* Maintain integrity and accuracy of databases
* Proactively place order with supplier for routine purchase i.e. consumables
* Follow up with supplier until satisfactory delivery of product and/or service
* Receives, catalogues and stores hard copies and electronic copies of all technical drawings, reports and related information in an orderly manner, in line with policies and procedures.
* Allocates and controls the document numbering system for the project work.
* Works with precision to ensure that all electronic and hard copy filing is accurate and is easily retrievable.
* Responds in a timely manner to requests to retrieve information, information searches, and general requests for support from project/department personnel.

**1UP Bar and Lounge / Sports Bar**

August 2008 –Oct. 2012

**Roles Handled:** Bar Attendant / Customer Service Associate in Hospitality Industry

* Ensure the highest level of food and hygiene standards are maintained.
* Training of staff in development programs. Motivate the team to achieve to their full potential.
* Go above and beyond customers’ expectations in order to achieve repeat business.

**SUREWAY PHILIPPINES**

June 2007- July 2008

**Roles Handled:** Promotions Team Leader

* Promote and sell telecommunication products to the public. Set Sales targets for a team of seven people.
* Lead and motivate a team of seven (7) people, ensuring that sales targets are achieved and exceeded.
* Report all sales figures to Area Manager on a weekly basis.

**YY Industrial Corporation**

May 2006 – August 2006

**Roles Handled:** Product Controller

* Oversee the operation of six (6) individuals on a production team for productivity. Ensure the line meets pre-assigned quality benchmarks.
* Where the team does not meet standards, address the issue directly. Report to Production Supervisor on a weekly basis to ensure targets are meeting.

**References available upon request.**