**MARIZEN**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: **marizen.382604@2freemail.com**

Highly qualified professional with Masters in Public Administration, having accumulated 13 years experience in UAE within Construction, Travel, and Real Estate & Trading industry. Extensively exposed in handling diversified administration duties as Admin-in-Charge, Secretary and Receptionist. Considered to be organized, self starter, self motivated, dedicated, hardworking, trust worthy individual.

**PERSONAL INFORMATION**

Language/Dialects : English, Tagalog

Nationality : Filipino

Visastatus : ResidenceVisa (DMCC Free Zone)

# WORK EXPERIENCES:

**SLV Middle East DMCC**

**Admin-in-Charge**

JBC 5 Tower, Jumeirah Lake Towers

Dubai, U.A.E.

May 2016-June 2018

* Manages the company portal and acts as P.R.O. for the company (in charge of visa processes and other administrative jobs in DMCC)
* Prepares monthly salary and expenses reports for all staff.
* Acts as representative for all bank transactions of the company.
* Acts as logistics point person between company and clients on all shipments done.
* Handles telephone calls and transfers calls to concerned persons.
* In charge of payments of all bills from checking of invoices, making the cheques and handing to concerned company.
* Manages the company petty cash
* In charge of passing the orders of clients to head office in Germany, until the goods are delivered to clients.
* Checks the P.O. Box on a monthly basis or if the need arises
* Prepares monthly sales report
* Prepares letters and memos
* Provide information and assistance to staff on human resource and work related issues.
* Manages employees personnel file

**Golden Dragon DMCC**

**Office Administrator**

Tiffany Tower, Jumeirah Lake Tower

 Dubai, U.A.E.

10 Sept. 2012-April 2016

* Manages cash purchases of the company through handling of the Petty Cash
* In charge of submission of export documents to bank
* In charge of making withdrawals, encashing cheques and deposits at the bank
* Managing travel calendar of the Director-books flights, arrange accommodation and applies his visa to the country he visits.
* In charge of applying service requests online at DMCC portal and submitting documents at the DMCC counter
* In charge of applying for visa of the Managing Director-from documents collation to submission at the embassy of the country he visits.
* Handles telephone inquiries
* Receives samples from suppliers and sends to clients in proper packaging and labeling and ensure the samples reach them
* Sees to it that office supplies and office equipment (printers, computers, phones, etc) are always in good condition
* Sees to it that all utility bills are paid on time
* Collects mails at the post box twice a month or if the need arises.
* Prepares letters for the company
* Checks company emails everyday and sees to it that all emails are replied promptly

***Other Functions***:

* Looks for tenants for the properties of the Managing Director
	+ Sees to it that the apartments are in good condition before renting out
	+ Checks apartments before returning security deposit of tenants and sees to it that the apartment is in the same state like it was handedover.
	+ Does all real estate functions from hand over to end of contractor contracttermination
	+ Resolves issues/problems concerning all real estate properties ofthe Managingdirector/owner

**Remington Properties Brokers L.L.C.**

# SECRETARY/TELE SALES EXECUTIVE

Al Barsha 1, Dubai, U.A.E.

14 December 2009-September 2012

* Handles telephone inquiries and provides all information required
* Entertains enquiries from walk-inclients
* Prepares letters/memo for thecompany
* Receives all letters/couriers and hands them to the concernedindividuals.
* Sends and receives e-mails for thecompany.
* Checks the company emails everyday
* Prepares minutes of meetings.
* Does all other functions the Managing Director instructs me to do.

**MOHAMMED ABDULMOHSIN AL-KHARAFI & SONS L.L.C.**

# Secretary to the Finance Manager

Jebel Ali, Dubai, U.A.E.

November 28, 2007 to Sept. 30,2009

* Prepares memo and letters for Finance & Admin matters.
* Prepares certificates (employment, experience, end of service) for all employees of thecompany.
* Takes charge of communicating with newly hired staff in their home country and arrange for their visas and the details in coming toU.A.E.
* Receives and screens all telephone calls for the Finance & Admin Manager.
* Receives and distribute all mails from the P.O.Box.
* Sees to it that all documents are properly filed.
* Corresponds withsub-contractors outside U.A.E. re: P.R.O. related matters.
* In-charge of registering all material requisitions in the MAK-ERP Program.
* Checks company e-mails everyday.
* In-charge of sending e-mails for the Finance & Admin Manager and other staff.
* In-charge of arranging documents/reports thru courier to all branches in other countries.
* Sees to it that the office of the Manager is orderly everyday.

**AL WASL TRAVELS L.L.C.**

**RECEPTIONIST/SECRETARY**

Al Maktoum Road, Dubai, UAE

February 2005–May 2007

* Conceptualize strategies on how to increase sales/production
* Facilitates processing of visa change
* Facilitates visa processing for Filipinos
* Assist in passport renewal of expired passports
* Arrange bookings of clients coming to UAE
* Answers telephone calls and entertains client queries
* Reminds the Manager of all his meetings and prepares materials needed in the meetings.
* In charge of filing of all office documents
* Keeps record of all incoming and outgoing communications

**EDUCATIONAL BACKGROUND:**

***Post Graduate***

MASTER IN PUBLIC ADMINISTRATION

CAGAYAN STATE UNIVERSITY

***College***

BACHELOR OF SCIENCE IN COMMERCE (1988 – 1992)

Major in Management

St. Louis University, Philippines