**Curriculum Vitae**

**SHARON**



**DUBAI,UAE**

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**OBJECTIVE**

**To utilize my skills and abilities efficiently and effectively in order to contribute to the success of the company.**



**WORK EXPERIENCES**

**Admin/Documentation**

**Dubai, UAE**

**June 2018 – 31 Aug 2019**

* Manages the documentation of project files.
* Maintain proper execution of the assigned project until completion.
* Coordinate clients’ requirements to manager and act accordingly.
* Liaise between clients and subcontractors/agents.
* Prepare inspection reports and certificates to be presented to clients.
* Make enquiries from suppliers/agents, Prepare quotations to clients.
* Arrange courier delivery and collection.
* Perform ad-hoc duties assigned by the manager.

**PA/Admin Officer cum HR**

**Dubai, UAE**

**01 July 2013 – 31 August 2017 (4 yrs.)**

* Manage GM’s diary. Arrange meetings/appointments. Prepare internal minutes of meetings.
* Compose business letters and email correspondences.
* Coordinate with clients, suppliers and other affiliates.
* In-charge of staff 201 files. Keep track of staff visas and passport expiries.
* Coordinate with company’s PRO for renewal of existing staff visas and new joiner’s visas.
* Arrange typing of medical and Emirates ID applications.
* Liaise with insurance company for staff medical insurance, additions/deletions.
* Arrange occupational health cards of all staff and monitor expiry dates.
* Prepare NOC’s , Salary Certificates, and all other documents upon direction of the GM.
* Coordinate with all levels of the organization.
* Arrange hotel bookings, travel tickets and courier.
* Maintain proper filing of all company documents.
* Execute all other administrative works.

***In addition to the above, other responsibilities executed were as follows:***

***Hygiene Officer/HACCP Coordinator/ISO 22000 Internal Auditor***

* Monitor compliance and adherence towards all food, employee hygiene, food handling methods, equipments are up to standards.
* Ensure product compliance with HACCP / ISO 22000 standards and UAE regulatory.
* Conduct food safety weekly audits ; prepare GAP analysis and send report to the General Manager
* Ensure proper cleaning procedures were implemented within the factory
* Prepare preventive actions plan and recommend corrective actions for non-conformances.
* Regularly monitor and update records and files of all haccp records including pest control contracts and service reports, calibration certificates, staff training certificates, skip and waste water service reports, supplier certificates/documents, material specifications, customers feedback & complaints and all other related documents.
* Coordinate with food safety consultant and training companies.
* Strictly implement HACCP and ISO 22000 standards within the factory.

***Certificates: ISO 22000 Internal Auditor, HACCP Implementation L3 , Basic Food Hygiene***

**Admin Associate-Purchasing Dept.**

**Dubai, UAE**

**19 April 2010 – 16 June 2013 (End Cont**r**act)**

* Monitor stock items at the warehouse and make sure that all items are readily available for maintenance requirements; Identify fast and slow moving items and monitor material re-order levels.
* Follow-up for purchase orders sent; Maintain and monitor master file for the same.
* Monitor status of on-going building projects and provide report to the CEO regularly
* Prepare and Maintain Petty Cash Replenishments
* Draft Subcontract Agreements, Monitor Subcontract Agreements, Monitor Payments and Subcontract due dates.
* Prepare/Compose Email & Letter Correspondences to suppliers , subcontractors, main contractor and main consultant.

**Admin Officer/Document Controller**

**Dubai, UAE**

**20 February 2006 – 31 March 2010 (4yrs)**

* Manage office works; Maintains project files; In charge of couriers, travel tickets and bookings
* Responsible for the overall filing of company and project documents (Electronic & Hard Copy)
* Prepare letters and general correspondences of managing director.
* Ensure proper documentation for all fit-out and joinery projects
* Provide administrative support to the all departments
* Arrange employee medical and employment visas; maintain employee 201 files

**Accounts/Admin**

**Dubai, UAE**

**15 June 2004 – 31 January 2006**

* Responsible for Overall Administration work
* In- Charge of 201 Files, Keep Track of Staff Documents
* Prepare Day to Day Accounting entries using Tally Software
* Generate Accounting Reports, Prepare Statement of Receivables and Payables, Preparation of Payroll.
* Follow up for the Outstanding Payments of Customers
* Manages Inventory Control, In-Charge of Purchase Orders (Local and Int’l), Deal with Suppliers
* Prepare Quotations and Enquiries.
* Liaison with Bank.

**Skills & Abilities:**

* Advanced computer literacy skills in Word, Powerpoint and Excel
* Possess excellent administrative and organizational skills
* Be able to handle a high volume workload with tight deadlines
* Excellent communication and interpersonal skills
* Confident and has the ability to deal with all levels in the organization

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| **EDUCATIONAL ATTAINMENT:** | | |  |
| **College:** | **University of the Philippines-Visayas** | | **1995-1999** |
|  | **Graduate of Bachelor of Science in Business Administration** | | |
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| **Trainings Attended :** | **Nadia Training Course- General Correspondence** | | |
|  | **Basic Food Hygiene, HACCP Implementation L3,** | | |
|  | **ISO 22000 Internal Auditor** | |  |
| **Visa Sponsorship:** | **Husband’s Visa** | |  |

**With valid UAE driving license.**