



KRYSTAL

CONTACT

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CORE COMPETENCIES

- Fast Learner
- Adaptability
- Multitasking
- Flexibility
- Good Communication Skills
- Computer Literate – Microsoft Office Application (Word, Excel, Publisher, PowerPoint)
- Managing Filing system and Documentation
- Time Management

PERSONAL INFORMATION

- Age: 29 years old
- Date of Birth: 06/08/1995
- Gender: Female
- Nationality: Filipino

EDUCATION

Bachelor of Science in Information Technology (BSIT)
2011-2015

Polytechnic University of the Philippines

LANGUAGES

Tagalog and English

CAREER PROFILE

A detail-oriented and self-motivated professional with strong organizational skills and the ability to handle multiple tasks simultaneously, and accurately. Organized and dependable at managing multiple priorities with a positive attitude. With comprehensive experience of 8 years in Customer Service and Office Administrator.

WORK HISTORY



CONSULTING LLC – DUBAI, UAE
Document Controller April 2024 – October 2024

- Preparing KYC form and collection of documents
- Full support Metropolitan Consulting sales Department (Prepare all sale agreements)
- Keep all the client's agreements up to date signed and executed in the system
- Copy, file and maintain paper/records or electronic documents and Records
- Managing and tracking the issuance of client's EID
- Managing the schedule of Metropolitan drivers arranging courier requests inside and outside in UAE
- Handling Attested Legalization (Mofa and Full Attestation)
- Another administrative task



HI-PRECISION DIAGNOSTICS - PHILIPPINES
Customer Service Representative/Administration Jan 2022 – Nov 2023

- Handle inquiries, incoming phone calls and emails, providing accurate information about clinic services.
- Efficiently manage and book appointments for patients
- Maintain and update office records, including patient information and appointments
- Manage the flow of documentation within the organization.
- File all documents in physical and digital records



ALL COCONUTS ORGANICS CORP. – PHILIPPINES
Quality Assurance Supervisor cum Document Controller cum Admin Assistant Sept 2018 – Nov 2021

- Maintain controlled documentation and correspondence to ensure up-to-date document control system
- Ensure all controlled documents/correspondence are registered and transmitted correctly within 24 hours of receipt
- Collect and register all documents such as drawings and blueprints in the company's system
- Handle general administrative tasks, including answering phones, managing emails, and handling correspondence.
- Maintain and update company records and databases.
- Manage office supplies, order new stock, and ensure appropriate inventory levels
- Implement / Maintain HACCP, Food Safety, and Personal Hygiene Standards
- Prepare Food Safety management system manual and standard food safety procedures as per internal guidelines
- Supervise food handlers, implementing systems and conducting regular checks to ensure food handlers are adhering to good food and personal hygiene practices, during food preparation.
- Monitor and verify that food is received, handled, prepared, stored, transported and served satisfactorily, following the Food Safety & HACCP Rules & Regulations.



BANCO DE ORO (BDO HEAD OFFICE) – PHILIPPINES
Administrative Assistant Sept 2016- September 2018

- Performing Administrative tasks to support daily business operations, managing the filing system, handling incoming calls and other communications within the organization
- Handle documentation, Contracts, Title of the land and properties
- Copy, scan, and store documents physical and in digital records