

TWI B. ADANA

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Objectives: Well experienced professional seeking a position in the field of Administration /Executive Secretary/Back Office Support where my Experience, Knowledge and Skills can be effectively leveraged and utilized to achieve Organization/Company Goals and there by enhance my experience and knowledge base.

Summary of Qualifications: Had more than **3 years** in the field of **Data Encoding, Document Controller, More than 3 years** of Experience in **Graphic Designer**, and **8 years** of **UAE Experience** in **Purchasing Officer, Project and Sales Coordinator, and Accounts Support cum Front Desk Officer (Receptionist), Executive Secretary,(HR and Admin Support)**

Competencies: Vast experience in administration, Secretarial services and HR support. Excellent communication and interpersonal skills. Team player and a self-motivated learner.

- ★ Strong Interpersonal Skills
- ★ Can work under pressure and with less supervision
- ★ Can work well with multicultural teams.
- ★ Knowledge documentation and record keeping.
- ★ Well organized, detailed and dedicated
- ★ Multi-Tasking

Key Skills:

- ★ Windows Operating System – Full package of Microsoft Office (Word, Excel, PowerPoint, Outlook)
- ★ Adobe Photoshop CS
- ★ Tally ERP 9 System / Al Ameen System /Aliphia System/ Quick book/Magento
- ★ Accounts Payable / Accounts Receivable
- ★ Purchase Order / Vendor Billing / Invoicing / Quotation
- ★ Collections of Credits Correspondence
- ★ Stocks Inventory
- ★ Post Petty Cash Expense / Payment Transaction
- ★ Document Controller
- ★ Pay Attention to details

Professional Work Experience:

PURCHASING ASSISTANT cum PROJECT COORDINATOR

Dimara International

Dubai - United Arab Emirate

Sultan Business Center, Oudh Mehta

November 21, 2019 - Present

Purchasing Assistant:

- Provide pricing (quote) assistance to the Sales Department Team
- Provide administrative assistance to support activities of the Procurement and Project team
- Providing Purchasing and logistics support to the product management team
- Processing purchase orders for goods and services; advising staff on purchasing requirements
- Maintaining and securing the purchasing departments administrative records and data
- Organizing the on time delivery of purchased supplies to the company
- Contact suppliers to resolve missed deliveries, short shipments and pricing discrepancies

Project Coordinator:

- Preparing Quotation / BOQ / Tender
- Making sure that your team has the tools they need to execute the project.
- Helping with the documentation of each phase of the project, as well as making summary reports that will be presented to the organization's management team
- Providing support to project managers and business leaders when requested
- Thorough project documentation and file management
- Creating and reviewing of reports
- Knowledge of industry best practice
- Make certain that client's needs are met as the project evolves
- Cooperate with the clients to identify and define project requirements, scope and objectives.

EXECUTIVE SECRETARY cum ADMIN and HR SUPPORT

Faris Group Total Sport Solutions

Dubai - United Arab Emirate

Al Ittihad Street, Al Saheel Business Tower 1

July 23, 2017 – October 2019

Proven experience as executive secretary or similar administrative role

- In depth knowledge of office management and basic accounting procedures
- Excellent organizational and time-management skills
- Responsible for recruiting, screening, interviewing and placing workers.
- Prepared payroll and Medical Insurance
- Outstanding communication and negotiation abilities
- Maintain executive's agenda and assist in planning appointments, board meetings, conferences etc.
- Attend meetings and Exhibitions promoting Company Services
- Receive and screen phone calls and redirect them when appropriate
- Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages etc.)
- Make travel arrangements for executives / colleagues
- Handle confidential documents ensuring they remain secure
- Prepare invoices or financial statements and provide assistance in bookkeeping
- Monitor office supplies and negotiate terms with suppliers to ensure the most cost- effective orders
- Handle Shipment Local / International Priority(DHL, ARAMEX, UPS etc.)
- Raising LPO / Invoice / Quotations
- Arrange Driver/Team for Delivery and Installation
- Control Office Expenses (Petty Cash)

FINANCE, HR & LOGISTIC DEPT. RECEPTIONIST / ADMINISTRATIVE SECRETARY / SALES COORDINATOR

Fast Telecom General Trading

Dubai Airport Fze. Warehouse D-24, Dubai UAE

July 2014 – April 18, 2017

- Working as part of a team and supporting the office manager. Responsible for the day-to-day tasks and administrative & Sales Sec duties of the office including covering the Reception area
- Receiving, greeting customers, and assisting their needs.
- Know all the Staffs for customer's inquiry.
- Receiving incoming telephone calls and direct them to appropriate person.
- Receiving the incoming/outgoing courier and making the monthly inventory.
- Administering staff attendance records.
- Responsible for Directors Incoming/outgoing documents that requires his signature. Encoding and keeping records of the Approvals.
- Administering stationary, pantry inventories. Supervising daily responsibility of Office Boy & Cleaners.
- Responsible on issuing DAFZA Gate Pass for Customers/Guests.
- Arrange booking online with ARAMEX and DHL for delivery/pick-up
- Raising of purchase orders and Invoicing.
- Creating and modifying documents using Microsoft Office.
- Perform other clerical receptionist duties such as filing, photocopying collating, faxing ect.
- Assist Sales person regarding purchasing procedures for the purpose of providing information,
- Direction and/or referral for addressing inquiry.

SALES COORDINATOR cum ADMINISTRATIVE SECRETARY

Digital World LLC.

Dubai International Academic City, Dubai UAE

April 2013 – July 2014

- Preparing for Quotation , LPO, Delivery Notes and Invoicing for all jobs of the branch
- On time billing invoices distribution and follow up for payments
- Collection of payments/cheque's from clients.
- Responsible for handling all payable and receivable accounts
- Opens sales orders for new jobs and sends it for printing.
- Receive, register, verify and process all invoices and ensure transactions are correctly recorded
- Handling Receipts (Petty cash Expenses)
- Follow up Payment (Customers & Suppliers Bill)
- Handles counter walk-in customers and assisting them in all printing requirements.
- Handles till counter and retail branch cash sales.
- Reconciling monthly supplier statements of payments.
- Coordination with sales team and production team and dispatch for delivery of jobs.
- Maintains records and files in support of Supplier's LPO, Client LPO/Cheque Payments , and Delivery Note/Invoices.
- Assist sales team in coordination with production and client for all new and running jobs.
- Check daily attendance and over time for the production.

Educational Background:

2005-2006
Diploma

COMPUTER TECHNOLOGY – 2 year course - Vocational
(Tagum National Trade School) ,Tagum City, Davao del Norte,
Philippines

2000 -2004

High School – Diploma
Vocational School – Major in DRAFTING
(Tagum National Trade School) ,Tagum City,
Davao del Norte, Philippines

Personal Information:

Date of Birth:

October 25, 1989

Nationality :

Filipino

Status :

Single

Visa Status :

Employment Visa Expiration December 21, 2021
Emirates ID & Labor Card Expiration December 21, 2021