

## **RUTHCHE V. GERNALE**

**Clock Tower, Al Maktoum St. Deira Dubai UAE**



Visa Status : Tourist Visa  
Time of Join : Immediately  
Email Address : [rutchiegernale@yahoo.com](mailto:rutchiegernale@yahoo.com)  
Contact Number : +971 509765299  
+971 509765299 WHATSAPP

### **Objectives:**

To practice and prove my abilities and skills, to develop my expertise as individual, and as career woman. Aiming to be more flexible and focus on developing my leadership and business skills to become one of the most competitive, trustworthy employee. Explore and learning knowledge that I can contribute to the company that lead me as a person to aim the highest goal of my career.

### **EMPLOYMENT RECORD:**

Name of Company : Najmat Delta Genera; Trading LLC  
Position : Archives Clerk cum Secretary  
From – To : November 2017 – July 2020

#### **Responsibilities:**

- Answering Email, Monitoring email from time to time. All transactions is done by email.
- Making draft contract and submit to the manager for the approval.
- Reading and understanding contracts and relying to the manager.
- Responsible for running the errands such transactions to Dubai Economy to renew License, Tasheel and other government transactions (Processing Visa, Visa Cancellation)
- Responsible for making Invoice, LOI (Letter of Intent), Quotation for the respective client
- Monitoring VAT schedule and submission.
- Computer literate (Microsoft Excel, Outlook, Power Point, Windows, Editing Photos, Paint, Converting Files, Browsing
- Marketing the products. Call and set an appointment with the prospective client for the discussion and demo of the proposal
- Managing the accounts of the company through online banking. Depositing and withdrawing money from the bank.
- Coordinating with the manager about the details from the supplier and the clients to attend there needs or queries.
- Responsible for Payroll, forwarding excel sheet to the exchange company and fixing the problem regarding about salaries and ATM cards for the employee.
- Responsible for all the accounts, monitoring & paying the bills for the company such as Etisalat, DU, Dewa for the company. Handling & Coordinating for all transactions of said establishment on behalf of the company.
- Responsible for monitoring the accounts of the other parties affiliated to the company.
- Organizing, Filing all the inbound and outbound documents from soft copy to hard copy.
- Responsible for safe keeping the Petty Cash and Cheque book of the company.
- Arranging and booking of ticket for the manager, employees & clients.
- Greeting of guest. Responsible for maintaining guest relation, welcome visitors and offering a refreshments, making coffee, tea and turkish coffee.
- Coordinating for the maintenance of the office premises.
- Monitoring of the use of the office supplies and office equipment
- Maintain the cleanliness of the office.

**Name of Company** : **Kawader Labour Recruitment**  
**Position** : **Telephone Switch Board Operator cum Secretary**  
**From – To** : **August 2015 – December 2017**

**Responsibilities:**

- Making Applications of the applicants from designated agencies / agent.
- Communicating with the respective agencies and agent about the applications, new applicants, prospective applicants.
- Preparing the documentation of the applicants and the clients.
- Marketing applicants on prospective clients.
- Dealing with client convincing client to trust your office on your behalf to make or close a deal.
- Following up the agencies or agents to check or confirm if the selected applicant is ready to travel or if the medical of each in one them if fit to work.
- Ensuring that the information written in the application are all true and all the contacts numbers are contactable any time if needed.
- Gather the documentations to verify if the passport is not expired and the medical are all fit to work before marketing on the prospective clients.
- Calling the applicants directly to verify that they are applying on the said position and to verify if all the information are correct.
- Conduct an interview each of the applicant by calling them on there home country and communicating through whatsapp, messenger or in any possible ways I can communicate with them well.
- Follow up clients about the processing of the visa and about the payments.
- Assist client all the queries that possible to ask.
- Responsible to ensure with the agents, applicants and clients to give them a right information.
- After the deal and the visa from client has been done its my responsibility send the visa copy or original copy to the agent or agencies to prepare the travel of the applicant.
- Follow up the respective agent and agencies to ensure that the process will run smoothly to avoid any circumstances of delay or to solve the problem if any urgently.
- After ensure the process and the confirmation when lady will arrive then I will proceed on booking the ticket for the applicant.
- On the day of arrival I will send the driver to pick the applicant on the airport or I will pick the applicant then I will bring to the office to make them rest and eat.
- Briefing the applicant about the policy of the company, give them basic information of the country that they are working for them to aware of the dose and doesn't.
- Briefing them basic information about the family they are working with and the rules of does and doesn't inside the house.
- Briefing the client and the lady in front of each other to be aware how to take care of the applicant rights and the rules of the sponsor inside the house.
- Preparing of contract to sign between office and the sponsor.
- Follow up the sponsor about bringing the applicant in medical for the process of stamping the visa in the passport until the passport stamp in the visa together with insurance and emirates i.d.
- Sending the commission to the respective agent or agencies.
- Attend the problem or queries of the applicant or the sponsor even to give an advise and good explanation of there concerns.
- Responsible for the accounts of the agent, clients and applicant and the office.
- Receive and payout money, keep records of money involved in financial transaction, keep records of accounts and receipt disbursement.
- Preparing accurate monthly reports for the activities in the company.
- Sorting all correspondence and prioritize of the boss.

**SKILLS:**

- Excellent in Interpersonal and Organizational Skills.
- Excellent in Written and Oral Communication.
- Excellent in understanding details.
- Able to work under minimal supervision and can work under-pressure.
- Self-motivated and self-driven to find solutions for the problem.
- Explorer of knowledge for once self and career.
- Highly Confident in any manner.
- Trustworthy. Confidentiality.

**EDUCATIONAL BACKGROUND:**

**PATTSCOLLEGE OF AERONAUTICS**  
**Paranaque City, Philippines**  
**Bachelor of Science in Tourism Majoring Airlines**  
**March 19, 2009**

**PERSONAL DETAILS:**

<b>BIRTH DATE</b>	<b>:</b>	<b>August 26,1983</b>
<b>BIRTH PLACE</b>	<b>:</b>	<b>Manila, Philippines</b>
<b>NATIONALITY</b>	<b>:</b>	<b>Filipino</b>
<b>CIVIL STATUS</b>	<b>:</b>	<b>Single</b>
<b>HEIGHT</b>	<b>:</b>	<b>5'6 inches</b>