

Maryam M. De La Paz

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OBJECTIVE:

To seek a challenging and successful career in such field of which will enable me to offer the best of my professional career and expertise and drive utmost job satisfaction. Be a part of a productive team working towards a common goal, so that I can utilize my diversified background in an environment where achievements and growth can be obtained and fulfill organization requirements.

PERSONAL STRENGTHS:

Organizational
Analytical
Customer-Oriented
Results Driven
Flexible
Creative Thinker

WORK EXPERIENCE:

Secretary/Receptionist
December 2020 – April 2021
Consulate of the Republic of Malawi (in UAE)
Business Bay, Dubai, UAE



CONSULATE OF THE REPUBLIC OF MALAWI

The Prism Tower, Business Bay
Office No. 2702, P.O. Box 9784, Dubai

UNITED ARAB EMIRATES

Specific Duties and Responsibilities

- Liaison with Foreign affairs UAE and Malawi
- Manage and maintain the Consul General's diary including scheduling appointments.
- Coordinate travel, visa and accommodation requirements of the Consul General.
- Keep and maintain an accurate record of papers and electronic correspondence on behalf of the Consul General.
- Devising and maintaining office systems, including data management and filing.
- Screen phone calls, enquiries and requests, and handling them appropriately.
- Meeting and greeting visitors at all levels of seniority.
- Dealing with incoming emails, faxes and prepare correspondence on behalf of the Consul General, including drafting of general replies.
- Taking dictation and minutes of the meeting.
- Producing the documents, briefing papers, reports and presentation.

- Keeping all the duties, trade and transactions confidential matters related to the business, owners or clients.
- Handling basic financial transaction such as bank transaction, collections and remittance of payments, maintain petty cash.

Executive Secretary/Receptionist
May 2016 – March 2020
Window People Co. LLC.
Al quoz, Dubai, UAE



Public Relation Officer

- Arrange visa (work permit, husband sponsored visa, visit visa etc.) for expatriates and their family.
- Schedule staff's visa, medical, coordinating with other internal and external departments.
- Collect all appropriate documentation necessary for visa and permits required to be processed.
- Organize visas for holiday and business related travel for managers as required.
- Responding to staff queries on Visa/ Labour/ Passport related matters.
- Ensure all visa, medical and labour permits are up to date and arrange timely renewal.
- Develop rapport with Company PRO for renewal of licenses, and processing of visas as well as contracts at Labor Department.

Secretary Functions

- Provide executive personal assistance, office management, secretarial, clerical and administrative support to management and employees.
- Sort out all incoming - outgoing mails and correspondence based on urgency, priority, confidentiality or routing to facilitate quick plus efficient service.
- Handle complete facilities set up and upkeep; ensure enough quantity of supplies to support operations. Also carry out filing, e-mailing, faxing and self-correspondence.
- Carried out and maintained filing systems on paper or computer for confidential documents including passports, working permit, DEWA & Etisalat bill.
- Perform a variety of executive support tasks that may be highly confidential and sensitive.
- Follow up Manager's diary; schedule appointments; attend and record minutes of the meeting; organize details of travel arrangements, itineraries and accommodation.
- Perform a variety of executive support tasks that may be highly confidential and sensitive.
- Establish and maintain various filing and record management systems.
- Carry out data entry tasks and follow up on documentation matters with various departments.

PURCHASER

- Responsible for purchasing of office supply & Site materials as per requisition.
- Responsible for sending Inquiry to the supplier's for different requirements.
- Make a price comparison: Negotiate it without compromising the quality and delivery of service provided.

- Provides purchasing planning and control information by collecting, analyzing, and summarizing data.
- Reporting for LPO approval.
- Issue a Local Purchase Order as per payment terms and conditions.
- Cross-checking invoices against purchase orders
- Ensure proper and systematic filling of documents.
- Coordinates with Accounts Dept. for supplier payments and cheque issuance collection.
- keeping contract files and using them as reference for the future

Retail Sales Executive/ Receptionist cum Cashier

Feb 2015 – March 2016

Royal Dates Khalas

Deira, Dubai, UAE



- Overall in-charge of the daily store maintenance to promote a customer friendly environment.
- Prepare journal entries and administer general ledger operations and Compilation,
- Administer Accounts Receivable, Invoicing Customers, Making Payments and updating Ledgers
- Prepare Reconciliation of Inventory, Receivable & Payable Ledgers and maintain balance sheet accounts.
- Administer Accounts Payable Updating Ledgers from invoices and disbursement of Payments.
- Overall in-charged in providing customer service from product inquiries, pricing competition, store policies and handling customer complaints accordingly.

PERSONAL INFORMATION:

Nationality : Filipino
 Date of Birth : June 12, 1992
 Civil Status : Single
 Visa Status : Visit Visa
 Language Spoken : English, Tagalog

EDUCATIONAL BACKGROUND:

Tertiary (2009 -2012): Bachelor of Animal Science
 Bulacan Agricultural State College
 Bulacan, Philippines

References are provided upon request.