

Marish Jalop Lumagbas

Summary

To attain a position where my experiences, accomplishments and proficiency will be maximized.

Experience

Office Administrator- May 2015 until Apr 2022

SNF Development Center, Dubai, UAE

- Supports company operations by maintaining office systems and supervising staff.
 - Maintains office services by organizing office operations and procedures, controlling correspondence, designing filing systems, reviewing and approving supply requisitions, and assigning and monitoring clerical functions.
 - Manage the center director's daily calendar, including scheduling meetings, confirming appointments and arranging schedules.
 - Coordinate with the PRO for the employee's visa and labor card process.
 - Conduct phone interviews with the applicants and orientation for the new employees.
- Maintaining and updating database of staff through bayzat (HR platform).

Administrator Assistant cum Secretary - May 2013 until May 2015

Blue Sands Trading LLC, Dubai, UAE

- Answer telephone enquiries from customers, attend to visitors and assist other staff in the organization with their enquiries.
- Perform general clerical duties to include but not limited to: photocopying, faxing, and mailing
- Reply to general information requests with the accurate information Reporting discrepancies and problems to the supervisor.
- Keeping up to date with special promotions and putting up displays.
- Manage the directors daily calendar, including scheduling meetings, confirming appointments and arranging schedules.

Education

**GRADUATE OF BACHELOR OF SCIENCE IN
TECHNOLOGY COMMUNICATION MANAGEMENT**

Mindanao University of Science and Technology
(University of Science and Technology of Southern
Philippines), Cagayan de Oro City, Philippines
S.Y. 2006-2011

Secondary Education:

Misamis Oriental General Comprehensive High School
(MOGCHS), Cagayan de Oro City, Philippines
S.Y 2002-2006



Contact

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Visa Status

- Employment Visa

Highlights

- Goal Oriented
- Time management
- Adaptability
- Communication
- Decision making
- Computer Skills
- Multitasking
- Problem Solving
- Organizational skills

Languages

- English
- Filipino
- Cebuano