

Vivian C. Galanza (Aliya)

Dubai - UAE

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Visa Status: Visit



Reliable, Confident, and highly adaptable personality to work in a challenging and busy working office, following set guidelines given from time to time, independently as an individual and as part of a team. Expertise in Administration and HR. Professional working experience from Dubai (UAE) and Philippines.

Languages: English, Tagalog, Bisaya.

Work Experiences:



GUARD ME

Guard Me General Trading LLC, Dubai, UAE

Receptionist & Office Administrator

July 2020 - Present

Industry: Guard Me is a specialized company that underlines its core competencies in offering integrated and turnkey revolutionized safety and security solutions. (www.guardme.ae)



Trumax Group, Dubai - UAE

Receptionist & Office Administrator

August 2018 – June 2020 (Laid Off due to Covid-19)

OTES Mall, Butuan City, Philippines

Assistant Administration & HR Manager

March 2006 – April 2017

Derrem Co. Lending Business, Philippines

Assistant Administration & HR Manager

October 2000 – January 2006

Duties and Responsibilities of all Jobs:

- Managing Admin, Office, HR, Recruitment and Facilities Operations duties as per company policies
- Coordinating with hiring managers across the organization to ensure consistent recruiting to meet the various staffing goals within the business.
- Coordinating administrative procedures and systems.
- Coordination between customers to business for business inquiries.

Academic and Professional Qualifications

Certificate in "First Aid & Fire Safety" from Save Fast Institute – Dubai UAE.

June 2020

Diploma in Admin. & Secretarial Studies – AMA Computer Vocational College - Philippines

1997 - 1999

Secondary School (Matriculation - 10th) – Science Subjects - Philippines

1996

Skills & Attributes

Operations Management

Administration and Office Facilities Management

Customer Service Management.

Recruitment and HR management

Microsoft Office, Outlook & Windows