



## Curriculum Vitae of



# CHARMAE D. POLICARPIO

Mushrif Abu Dhabi UAE

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**Contact No.: 0566512087**

**Position Desire:** Administrative Secretary, Office Manager, HR assistant or any position where can I enhance my knowledge and ability.

**Objective:** A responsible and challenging position that will utilize my knowledge and offer opportunities for personal and professional growth.

**Qualifications:** With very good academic credentials, verbal and written communication skills. With great experience and exposure in dealing with clients and has great sense of quality support and service for customer satisfaction.

### Work experiences:

Company	:	<b>RAHA Real Estate L.L.C.</b>
Position	:	Office Administrator
Duration	:	January 2011 to February 2020

### Job description:

- Handles the company's online Tawtheeq Account in all properties (1 building of 54 flats, 6 villas, and 1 showrooms and offices) including the accumulations and uploading of documents, making entries, and finalizing the registration.
- Coordinates with Government Housing Departments concerning the occupancy.
- Monitors the building's full database, follow ups payments, oversees rental spreadsheet statement, checks received payment against bank statement, and maintains records of available property spaces.
- Maintains a record of all postdated rental cheques; also, Owner's annual and semi-annual Dividend Cheques and compiles in Share Files and Investments.
- Keeps database of all and employers and employees' personal documents, monitors all renewals including property insurances, company vehicles, and building licenses.
- Prepares employees' Monthly Salary Statement, WPS encryption
- Assists the PRO in preparing all types of visas and prepares necessary documents.
- Manages and maintains office calendar, monitors schedules and appointments, local and international.
- Prepares and edits correspondence, electronic communications (emails) and other related documents, answers phone calls, receives & transfers fax, scans, and does various researches.
- Preparing all the vouchers needed for audit.
- Prepare paperless vouchers for signature of concerned managers through an online portal
- Assisting all admin related works for UK properties.
- Books international flights for employers including limo services for business class passengers (when applicable), meet & greet / porter services, and hotel accommodations; also booking for all employees going on vacation.
- Preparing and filing UAE Vat return.

Company : **RAMCO Real Estate L.L.C.**  
Position : Secretary  
Duration : December, 2007 – January, 2011

**Job description:**

- Organizes and manages the day-to-day running of the manager's affairs to ensure the provision of high-quality support.
- Manages the schedules to enhance effective time management and coordinates activities, prioritizes appointments and reschedules where necessary.
- Manages, prioritizes, screens and monitors the manager correspondence, including calls, emails, post, and fax to ensure they are dealt with appropriately.
- Collects and researches information on assigned matters.
- Produces reports and statistical analyses as per the request of the manager.
- Ensures that relevant information is gathered and prepared to brief the manager for meetings, trips, and events.
- Advertising available properties scouted by the agent through various online sites.

**Skills:**

Computer literate (Microsoft Word, Excel, PowerPoint, Microsoft Outlook, Internet) - WPM - 40  
Knowledge on Basic Accounting using QuickBooks, Peachtree

Educational Attainment:

**Bachelor of Science in Business Administration, Major in Management**

Isabela State University Echague, Philippines  
Year Graduated: 2007

Training Attended  
On-the-Job Training  
Local Government Unit of Echague, Isabela Phils.  
April to May 2006

Seminars Attended:

♣ Junior Business Executive Lecture Series  
“Multi-Media Presentation” - De Venecia Hall, ISU-Echague, Isabela, November 20, 2006

♣ Junior Marketing Association Seminar  
“Marketing Innovations in this Age of Complexities” - University Amphitheatre, ISU-Echague, Isabela  
October 06, 2006

♣ Business Management Association of the Philippines Regional Convention SY 2005-2006  
“Deepening Management Students’ Commitment to the Dynamic Global Environment” - University Amphitheatre, ISU-Echague, Isabela,  
February 23-24, 2006

Affiliations

♣ Business Management Association of the Philippines, Region II - Member S.Y. 2005-2007  
♣ Junior Business Executive, Echague, Isabela - Member S.Y. 2005-2007

Personal Data

Date of Birth : May 09, 1986  
Nationality : Filipino  
Religion : Roman Catholic  
Sex : Female  
Civil Status : Married  
Visa Status : Visit Visa and Can Join Immediately