



JUVYLEA ADANTE

Emirates Towers, Dubai, U.A.E

Mobile Number: +971 55 494 3809

Email address: juvyleabade@gmail.com

OBJECTIVES:

To obtain a responsible and challenging position to fully utilize my knowledge and Professional experience to contribute to the achievement of the company's goal.

PROFILE/SKILLS:

- Excellent communication skills – oral and written
- Strong organizational and analytical skill
- Flexible and efficient worker and team player in a dynamic and multi-tasking environment
- Computer literate – MS Office Packages (Outlook, Excel, PowerPoint) Oracle and Google Applications
- Good telephone etiquette
- Discretion regarding confidential matters

PROFESSIONAL BACKGROUND:

Executive Assistant

To Vice President of Operations | TaskUs, Fort Excellence January 10, 2019 – February 6, 2020

4th Floor Supima Square Commercial Ctr Camalig Rd, Meycauayan, Bulacan, Philippines, 3020

- Business Operations: Provide support and assistance to Operations (maintain executive schedules, appointments, calendar management, reimbursement, visibility and gate keeper for V.P Approvals and Manage *Executive Logistics Office* related concerns like Merchandise and travel for OPS).
- Accustomed to use the Mac, Knowledge in using Oracle for procurement and google applications.
- Uphold a strict level of confidentiality, maintains an organized filing system of electronic documents, arrange and coordinate meetings and events.
- Coordinate executive communications including taking calls, responding to emails and interfacing to the clients.
- Provides help in organizing TaskUs events and provides assistance to other departments as well.

Processing Associate

Tanfeeth | Emirates NBD August 03, 2015 – July 03, 2018

Q Building, Meydan, Nad Al Sheba - Dubai - United Arab Emirates

Back office operations: Operation Processing Center (Payments Department)

- Safeguard the Bank's interest by verifying and analyzing information, exposing liabilities, ensuring quality and providing business solutions.
- Dealing with Local and foreign telegraphic transactions and processing each payment.
- Verifying customer signatures, annotations and details on SIGCAP.
- Working with payments and money transfer on the software: Tracksoft, Swift Alliance, BPM and FINACLE.
- Complete knowledge of different banks IBAN, Swift codes, routing number and validating and verifying them with the help of ACQUITY.
- Stay back for TT modification when required and participate willingly and volunteers to cover other's work when team resources are scarce.
- Cross Trainings: Call Back Center – verifying TT's authenticity and confirming discrepancies to customers via telecommunication. | Outward Clearing Cheese – process outward cheese received in branches ensuring that date is neither stale nor postdated, amount in words and figures are matching and lastly verifying payee name and signature authenticity.

Secretary

GARC Italian Construction LLC April 04, 2013 – April 23, 2015

Citadel Tower Room # 2109-2110, Business Bay, Dubai - United Arab Emirates

- Provides both clerical and administrative support to Operation Manager, Engineering, Accounting and Purchasing Department.
- Maintain the general filing system and file all correspondence.
- Type correspondence, reports and take minutes of the meeting.
- Open, sort and distribute e-mails (outlook) and post mails.
- Recording and filing Daily Report at site using Matrix System.
- Receive, direct and relay telephone messages and fax messages.
- Assist in the planning and preparation of meetings and conferences.
- Prepare and make cheque payment using Cheq.Out - Catsys System. Make payments for services/products and issues receipt voucher/invoice.
- Greet, Assist and serve food or beverages to office visitors/guests.

Assistant of the C.E.O assigned in the Procurement Division

Modelux General Trading December 27, 2011 – February 15, 2012

Grosvenor Commercial Tower Suite # 1005 Sheik Zayed Road, Dubai, U.A.E.

- Responsible for acquiring the necessary goods and services required to operate in the company.
- Negotiate with vendor contracts, limit purchase amounts, and generate purchase orders to match approved requisitions.
- Handles petty cash (managing and maintaining budgets).
- Communicate with customers, employees, and other individuals to answer questions,
- Answer telephones, direct calls and take messages.
- Compile, copy, sort, and file records of office activities.
- Operate office machines, such as photocopiers and scanners.

Regional Sales Support Senior Associate

Maersk Global Service Centre November 23, 2009 – October 25, 2011

Wynsum Corporate Plaza, Ortigas Center, Pasig City, 1605, Philippines

- Distributing workloads to team members during his/her shift.
- Handles inquiries in a timely manner and provide relevant information to internal / external partners.
- Carry out activities in accordance to the Standard Operating Procedures.
- Perform administrative tasks as instructed by Superiors.
- Make recommendations and suggestions on how to improve processes and procedures.

Customer Service Representative (Financial & Banking Account)

Aegis PeopleSupport May 2009 – October 28, 2009

Ayala Ave. cor. Sen. Gil Puyat Ave. Makati City 1200, Philippines

- Responsible for providing comprehensive and quality customer care at all times through the resolution of customer issues under their scope of support; using all authorized tools at their disposal; ensuring that any confidential information about the customer is guarded; and imparting accurate and appropriate information in relation to the customer's need.
- Strictly follow procedures and requirements outlined in addressing customer issues/requests.
- Meet outlines performance goals and targets (i.e., quality, productivity, schedule adherence etc.).

EDUCATIONAL BACKGROUND:

LYCEUM OF THE PHILIPPINES UNIVERSITY (LPU)

Bachelor of Science in International Relations

Major in International Trade (Foreign Service)

Major Language: Nihongo (Advanced)

Intramuros, Manila, Philippines

Year 2005 - 2009

PERSONAL DETAILS:

Birth date: June 19, 1988

Nationality: Filipino

Visa Status: Visit Visa {Expires May 2020}