**SHIRLEY DOROTEO GALAURA**

**Email:** shirleydoroteogalaura@ymail.com

**Nationality: Filipino**

**Passport No.: P5202767B**

**Mobile: +971 56 344 9864**

**Language: Tagalog, English, Arabic**

**OBJECTIVES**

Dedicated and focus assistant who excels at prioritizing ,completing multiple tasks simultaneously. Seeking a role of increased responsibility and authority. Solid team player with upbeat positive attitude. Willing to take up challenging job.

**SKILLS**

* **Self-motivated and good team player with interpersonal skills**
* **Strong communication skills**
* **Excellent in providing comprehensive secretarial and administrative work.**
* **Good command of English and Arabic Language**
* **Administration knowledge such as filing documents, answering phone calls, booking appointments, preparing for conferences and meeting Hall.**
* **Comprehensive knowledge of MS Word, Excel**
* **Flexible and a quick learner**
* **Knowledge in handling reception desk.**
* **Organized and detailed**
* **Active listening skills**
* **Willing to taking up challenging jobs in various department.**
* **Ability to perform under pressure and meet deadline**
* **Good Managerial Skills**
* **Customer Service Oriented**
* **Knowledge in Procurement using Bidding, Negotiable and Shopping Procurements**
* **Knowledge in HR work by organizing documents and control it according to date and serial numbers.**

**CERTIFICATIONS: (International)**

* **Certificate in Administration and Management with Leadership (HR Staff)**
* **Certificate in Basic Accounting**
* **Certificate for the Outstanding efforts towards implementing the quality and patient safety standards in obtaining Joint Commission International Accreditation (JCIA)**
* **Certificate in VAT Training**
* **NC1 and NC11) Caregiver**

**WORKED EXPERIENCE**

**OFFICE ASSISTANT (Admin)**

**Head of the Department**

**Kindergarten 1 & 2 and Montessori 1 & 2**

**New Indian Model School**

**AL Garhoud, Dubai,UAE**

**Sept.14,2017- Oct 30,2021**

**Job Description:**

* **Work as office assistant to the Head of the Kindergarten Department.**
* **Sending confidential mails to the respective staffs in different department.**
* **Control the in and out of the parents during classes hours.**
* **Doing some teacher’s work, like laminating, crafts and paste** and others.
* **Taking care of the class while teacher went out from classroom for sometimes.**
* **Doing babysitting to own transportation children after classes.**
* **Safety first of the children is my priority.**
* **Knowledge in taking care of Special Children.**
* **Doing extra job if necessary.**

**RECEPTIONISTCum CASHIER (Front Office Desk)**

**Car for You, Rent A Car Company**

**Shop #4, Lootah Building**

**Al Satwa, Dubai, U.A.E.**

**Sept.14, 2015 to Sept.2017**

**Job Description**

* Greet the customers and ensuring each of them receives an outstanding service
* Reservation and booking appointment for the customer.
* Maintain cleanliness in the reception area at all times.
* Answering phone calls and queries from the customer.
* Dealing with the customers of different nationalities.
* Sending report or details of the customers to Dubai Police and RTA.
* Receiving cash payment from the customers.
* End of the day session, cash count all the income of the day and remit to the GM.

**OFFICE ASSISTANT(Admin)**

**Mediclinic Corporate Office**

**Beach Road, Jumierah 1, Dubai, U.A.E.**

**April 01,2013 – April 23,2015**

**Job Description:**

* Greet the visitors while entering the office and offer some hot or cold drinks.
* Communicating with associates and ensuring that each of them receives an outstanding service by providing friendly environment which includes greetings and maintaining cleanliness at all times.
* Facilitating and arranging Conference Hall for meetings, seminars and trainings.
* Monitoring the Management and HR stationeries supply and pantry items
* **Faxing,** sending emails, scanning and photo copying documents.
* Ensure that office equipment will monitored in and out
* Distributing mails to the concerned staff.
* Making coffee or tea to the High Profile People.
* Filling the documents according to month, date and year.

**BARANGAY TREASURER / ACCOUNTANT**

**LOCAL GOVERNMENT UNIT (LGU)**

**Surallah South Cotabato**

**January 7,2007 – December 31,2010**

**Philippines**

**Job Description:**

* **Preparation for the Budget of Annual and Supplemental for the Calendar Year.**
* **Control the Registry of Appropriation, Commitments and Balances of the General Fund.**
* **Monitor all the cash flow and control the disbursement voucher**
* **Making payroll for the Barangay Officials, Staff and Workers**
* **Fully Authorized in all Banks transactions, collections, remittances and deposits**
* **Making Monthly Bank Reconciliation up to finalization.**
* **Fully authorized in all government and non-government transactions**.
* **Liable in all cash advances.**
* **Knowledge in Procurement using the Bidding ,Negotiable and Shopping Procurements.**

**SEMINARS AND TRAININGS:**

* Preparation of Budgetary Requirements for the Annual Budget for the Calendar Year.
* BAC office training (Engineering group).
* Withholding Tax on Compensation and Expanded of South Cotabato Chamber of Commerce and Industry Foundation, INC.
* Procurement Orientation - Workshop for Government.
* Barangay Financial Administration Seminar Workshop.
* Electronic and Manual Budget Operation of New Government Accounting System (E\_NGAS)
* Review of the Barangay Electronic of New Government Accounting System (E-NGAS) and Accounting Procedures.

**Education:**

**College:**

**BACHELOR OF SCIENCE AND COMMERCE (Banking and Finance)**

Ramon Magsaysay Memorial College

Magsaysay Avenue,General Santos City

June, 1994 (Under Graduate)

**High School:**

**NOTRE DAME OF POLOMOLOK**

Polomolok South Cotabato

June 1990- March 1994

**I HEREBY CERTIFY, THAT THE ABOVE MENTIONED STATEMENT IS TRUE AND CORRECT BASE OF MY KNOWLEDGE AND BELIEFS.**

**SHIRLEY DOROTEO GALAURA**

 **Applicant**