



LORELIE J. VALENCIA
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OBJECTIVE:

To be part of an organization which uses my skills and expertise in its process of growth and change, while giving me ample opportunity to learn and enrich my competence and to be seen to have contributed meaningfully in attempt to achieve the right consensus and to use my skill sets for the progress of the company I work for.

CAREER PROFILE:

I possess 10+ years of administrative support work experience. I am a fast learner and have the ability to work under pressure in a fast-paced workplace with minimum supervision and I possess good communication skills and ability to build rapport and a team player.

WORK EXPERIENCE:

Employer: The University of Manchester Middle East Centre
Duration: November 2, 2007-May 28, 2021
Designation: Admin Assistant Officer

Duties & Responsibilities:

- Assisting in student administration.
- Encoding data on the student's record system SRS/ creating LPO through CRM.
- Assisting materials/ degrees dispatch students through courier.
- Assisting in exams materials dispatches & receipts.
- Update student degree certificate through KHDA Portal for their degree attestation.
- Events co-ordination – Workshops, Information Sessions, Exhibitions, Inductions and other marketing activities for the University.
- Arrange travel/ bookings and events.
- Preparing monthly company credit card transaction.
- Preparing Accounting Books together with the supporting documents/ Preparing staff reimbursement/petty cash & cashbook and some basic accounts in-cashing cheques.
- Work on invoices /outstanding.
- Foresee additional materials, equipment's and related resources which could provide efficiency, accessibility and convenience to all center's staff, students, guests, especially during activities and events.

- Handling and process renewals.
 - ✓ Staff visa renewals & cancellation.
 - ✓ Office Leasing
 - ✓ Trade License
 - ✓ Staff Parking cards
 - ✓ Staff Health Insurance & Office Insurance
 - ✓ KHDA Permit
 - ✓ Dubai Custom Code
 - ✓ Company P.O. Box
- Monitor stock of books and laptops in the library /Office Merchandise and Equipment's.
- Preparing and editing letters, reports and emails
- Keeping personnel record – Contracts, Health Insurance, and Visas etc. and make sure to have soft & hard copies.
- Look for quotations and comparisons for new suppliers.
- Liaise new suppliers in terms of merchandise or for advertising.
- Other Administrative Support like Scanning/ faxing documents, filing, answer phone calls, maintaining materials and supply, records handling couriers etc.
- During this Covid-19 time, I'm responsible to check all walk-in temperature and getting their details for the contact tracing as per KHDA protocol.
- Updating Staff calendar / leaves
- Schedule and confirm meetings.
- Ensure reception area is tidy and presentable with all necessary stationery and materials.
- Handling Walk-in Enquires/guests.
- And some administrative tasks on a daily basis as required by the Team Leader.
- Handling Walk-in Enquires/guests.
- Covering reception.

Employer: The Spa at Cebu (Philippines)

Duration: September 2005- July 2007

Designation: Secretary / Receptionist

Duties & Responsibilities:

- Dealing with clients
- Receive all clients and guests of the company making sure they are greeted and treated in a professional and courteous manner
- Answering and receiving office telephone calls
- Maintain materials and supply
- Preparation of invoices and preparation of the Original Receipts upon payment.

Employer: Alenter Cane Corporation

Duration: March 2004 – August 2005

Designation: Secretary / Receptionist

Duties & Responsibilities:

- Answer calls for my immediate superiors.
- In charge for the coming and outgoing calls
- Answering and receiving office telephone calls
- Maintain materials and supply
- Preparation of invoices and preparation of the Original Receipts upon payment.
- Answer all calls for my immediate superiors.
- In charge for the coming and outgoing calls.
- Keeping records of incoming and outgoing calls
- Filing confidential and pertinent documents

- Keeping records of incoming and outgoing documents.
- Maintain employee's attendance records.
- Filing documents and also securing files to computer.
- Assist all secretarial responsibilities
- Housekeeping & overall office maintenance.

Education:

Business Information Management

Secretarial

AMA College Cebu City, Philippines

1999-2002

Training:

- Effective Administrative Assistant with Certificate March 2013 –**MEIRC Training & Consulting Dubai UAE**
- Effective Office Management Admins Skill with Certificate August 2016- **Smart Management Training Dubai UAE**
- Project Management with Certificate Feb 2019-**Formatech Integrated Learning Centre**
- Coaching & Mentoring with certificate (Virtual Training) - **Formatech Integrated Learning Centre**
- Basic First AID Training with certificate Jan 2021 – **ITAC The art of excellence**
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Computer Skills:

- Good typing speed
- Computer Background – MS Word, MS Excel, MS Outlook, MS PowerPoint, Internet surfing,

PERSONAL DATA

Age	:	39 years old
Date of Birth	:	January 04, 1982
Sex	:	Female
Nationality	:	Filipino
Civil Status	:	Married
Status	:	Employment Visa