**MICHELLE NEBRIDA ORTEGA**

**Address:** Electra Street, Abu Dhabi, UAE

**Contact No.: 0561307065**

**E-mail address:** ortegamitch30@gmail.com

**OBJECTIVES:**

 To acquire a position where I will be able to utilize my skills, educational background and experience which will allow me to grow professionally.

**JOB EXPERIENCE:**

**Department of Environment and Natural Resources**

**Provincial Environment and Natural Resources Office XII-4**

Quirino Drive, Kidapawan City

* **Auditor Clerk** (April 1, 2016 – December 31, 2017)

**Department of Public Works and Highways**

**Cotabato City 1st District Engineering Office**

Lanao, Kidapawan City

* **Administrative Aide I** (January 8, 2018 – June 30, 2018)

**EPS Group of Company**

**(Emirates Petrochemical Services, Est., Emirates Petrochemical Services & Scaffolding Est., AFRAH General Maintenance Company)**

Najda Street, Abu Dhabi, UAE

* **Administrative Officer** (September 2018 – May 2021)

**JOB RESPONSIBILITIES:**

* Provide complete administrative/ clerical assistance to the Public Relation Officer with regards to visa applications/renewals/security pass/cancellations/ legal documents renewal
* Booking flights and arranging travel documents for employees going for their annual leave and for cancelled employees
* Preparing Offer Letters, Inter Office Memos and other outside letters
* Prepares the monthly report for the utility bills (water, electricity, Etisalat) for submission to Accounts Department for preparation of checks for payment
* Recording all Incoming and Outgoing Documents.
* Preparing timesheets to be submitted to accounts department for processing of payroll.
* Processing of medical, Daman Application, Salary/Bank Card Application of new employees
* Create, organize, update and maintain personnel files.
* Maintaining general records of all the employees’ legal documents expiry (Passport, Residence Visa, Labour Card, Security Pass, ATM Card) and Personal Information (Employee ID, Nationality, Visa Designation, Passport Number, etc.)
* Monitoring of Manpower (Actual Manpower per project site) & Preparing Month End Headcount as per Ministry of Labour List
* Preparing Leave and Final Settlement of the employees for submission to accounts department
* Checking employee fines at Abu Dhabi Police Portal.
* Maintaining records of all company documents (Company Vehicles, Insurance Policies, Company Rentals and Other Legal Documents)
* Assisting in preparing required Admin Documents for ISO Surveillance Audit.
* Answering phone calls and greeting visitors
* Sorting out emails and sending it to the concerned person
* Knowledge in Petty Soft and Petty Cash system
* Vehicle Insurance renewal and Vehicle License Renewal
* Preparing documents for employees traveling Offshore and Onshore.

**SKILLS:**

* Computer Literate (Microsoft Office)
* Good communication skills, willing to learn and to be trained
* Good moral and interpersonal skills
* Can work under pressure

**EDUCATIONAL ATTAINMENT:**

 ***Bachelor of Science in Accounting Technology***

 **Notre Dame of Kidapawan College**

**CERTIFICATES:**

* **Basic Office Administration**

Orient Management Consulting & Training

* **Basic HR**

Orient Management Consulting & Training

**PERSONAL INFORMATION:**

Age : 25 yrs. old

Date of Birth : August 30, 1995

Marital Status : Single

Nationality : Filipino