

# NORAI DA ULAMA SANDIALE



To ensure challenging position in a growing organization where I would be able to utilize my capabilities to the best extent and in the process add value to the organization and my career.

## **CORE COMPETENCIES**

- Fluent in 2 languages including Arabic and English
- Excellent interpersonal and communication skills
- Strong background of UAE Labor law
- Result oriented, Versatile and highly Adaptive
- Exemplary organizational and management skills
- Passionate in continuous learning, growth and development

## **PERSONAL DATA**

*Name: NORAI DA U SANDIALE*

*Gender: Female*

*Date of Birth: 05/08/1991*

*Nationality: Filipino*

*Marital Status: Single*

*Languages Knows: English, Arabic, Tagalog*

*Address: Dubai, U.A.E*

*Visa Status: Employment*

*Mobile: +971-547161757*

*Email: [noursandiale@gmail.com](mailto:noursandiale@gmail.com)*

## **NO. OF YEARS OF WORK**

**EXPERIENCE:** 8 Years

## **EDUCATION:**

***Associate In Computer Office Management***

*Basilan State College Philippines, 2011*

***Secretarial Program***

*Omega Institute, Dubai, United Arab Emirates, 2015*

## **WORK EXPERIENCES**

### **EXECUTIVE SECRETARY**

**FSIME Construction LLC** – (November 2016 – Present)  
Business Bay, Dubai, U.A.E

- Submitted and ensured the processing of all types of applications and paperwork to the local government bodies, including visit visas, employment or residence visas and trade license among others
- Assisted with and organized personal and executive activities of the Chief Executive Officer / Company Owner, including USA, Canadian, Schengen, Asian visa and other travel arrangements
- Handle incoming emails, mail and other material
- Proactively managed the timely renewal of all Employment Visa, Trade License, and other company related licenses
- Arrange and confirm appointments
- Organize internal and external events
- Operate office equipment and manage office supplies
- Set up work procedures/maintain databases
- Train new administrative assistant interns in office management procedures and schedule on-the-job mentoring with multiple departments
- Maintain contact lists, Insurance
- Produce and distribute correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Submit and reconcile expense reports

# NORAI DA ULAMA SANDIALE

## **COMPUTER SKILLS**

*High Skilled in Windows, MS Office, MS-Excel, MS-Office, MS-Word, Power Point.*

- Develop administrative staff by providing information, educational opportunities and experiential growth opportunities
- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
- Photocopy and print out documents on behalf of other colleagues

## **FRONT DESK OFFICER CUM SECRETARY**

**Exclusive Acrylic ME LLC** – (November 2013 – October 2016)  
Al Quoz Industrial Area, Dubai, U.A.E

- Translated Arabic to English and vice versa in order to mediate communications between management and clients
- Courteously received and swiftly responded to clients, evaluating and fulfilling forwarded requests
- Greeted walk-in customers, insurance adjusters, and tow truck customers while fielding calls from outside sources such as vendors and customers.
- Answered telephone calls, transferring as necessary, dealt with general enquiries, referred clients to appropriate point of contact, and carried out day-to-day administrative duties
- Organize and coordinate meetings, conferences, travel arrangements
- Develop and utilize effective filing and retrieval systems, and maintain office supplies by placing orders and evaluating new products.
- Obtained authorization for services and updated customers on repair status of vehicles.
- Balanced monthly vendor statements and closed monthly sales invoices

## **OTHER UAE EXPERIENCES:**

**Mirbad Pop-Up Fair** – Etihad Towers, Abu Dhabi, UAE – 2016  
**GITEX Traders** – World Trade Center, Dubai, UAE – 2013

## **DECLARATION**

I hereby declare that all above mentioned information is true to best of my Knowledge and I bear the responsibility for the correctness of the above-Mentioned particulars.