

ROZETTE CRUZ VILLONES

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OBJECTIVE

- To continue and gain my experienced in Facilities Management- Operation Department
- Organized and goal-oriented professional seeking a position as an Administrative Officer using strong analytical skills, knowledge of office administrative procedures and a strong background in office management.
- To obtain a responsible position within an established organization that values loyalty and hard work. Willing to take advantage of training that will enhance my value to the employer.

WORK EXPERIENCE

Gulf Arena Scaffolding LLC

Al Quoz Industrial 4, Dubai, U.A.E.

Executive Secretary / Administrative Officer, December 2016 – October 31, 2020

Reporting to General Manager

Responsibilities:

- Preparing required documents on site such as NOC, Dewa NOC, Vehicle permit and worker's gate passes, permit to work, and all necessary certificates.
- Communicating with Engineer for the plan and drawings and with Foreman for job operations
- Handling Operation contract; update the Operations contract list periodically.
- Prepares purchase orders by verifying specifications and price, obtains purchased items by forwarding orders to suppliers; monitoring and expediting orders.
- Process Cost Comparison and Single Source
- Maintains reports for stock control (delivery and return of materials)
- Manages worker's tools, equipment and materials needed on site.
- Processing Annual Leave, Sick Leave, and any Business Letter
- Sending Monthly Overtime report to HR
- Processing Invoices for payment
- Update and maintain all electronic and paper records ensuring information is organized and easily accessible.
- Daily communicating with GM and PM for creating scaffolding quotations, daily appointments, coordination for job operation, etc.

- Answering phone calls and responding to client email, queries, questions, clarifications, and requirements
- Perform other duties as assigned by Head of Operation

Emerge Management Training Center

Oud Metha, Dubai, U.A.E.

Receptionist / Secretary, April 29, 2015 – November 2016

Reporting to Director

Responsibilities:

- Daily communicating with Director to oversee needs assessment surveys, determine priorities, make organizational improvements, daily appointments, etc.
- Update course calendar; scheduling, attending and taking minutes of meetings; managing appointments; and creating agendas.
- Maintain and manage in-house training facilities and equipment.
- Design and prepare supplementary study notes, books, presentation and materials needed every class.
- Update and maintain all electronic and paper records ensuring information is organized and easily accessible.
- Efficient and courteous handling of telephone calls, provide necessary information /guidance to the caller and transfer the calls to the relevant personnel in the office in a professional manner.
- Serve visitors and clients by greeting, welcoming, directing and providing information appropriately.
- Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages etc.)
- Controlling petty cash expenses and petty cash itself.
- Perform general office duties such as ordering supplies, maintaining records management systems, performing basic bookkeeping work and other related duties as assigned.

DAELIM PHILIPPINES INC.

Petron Bataan Refinery Master Plan2 Project Bataan, Philippines

Document Controller, November 9, 2012 – January 31, 2015

Responsibilities:

- Makes sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable
- Ensures proper document classification, sorting, filing and proper archiving.
- Controls issuance of document numbers, including maintenance of proper document registers for detail engineering drawings, inspection instructions, confidentiality agreements, material specifications and mixing instructions.
- Scan, image, organize and maintain documents, adhering to the company's document lifecycle procedures, and they archive inactive records in accordance with the records retention schedule

- Retrieving documents; receive and process Requests for Inspection, or RFIs, from employees or clients and maintain the requests via tracking logs.
- Usually perform many of the following tasks:
 - Checking quality of documents; Monitoring processes; Producing listings; Setting up project filing systems; Teaming up with other documentation groups.

EDUCATIONAL ATTAINMENT

Bachelor of Science in Information Technology

Major in Net and Web Application

Bataan Peninsula State University

Bataan, Philippines, April 2012

TRAINING

On-The-Job Training, April - June 2011

Philippine Health Insurance Corporation

Bataan, Philippines

PERSONAL PROFILE

Date of Birth	:	August 21, 1991
Gender	:	Female
Civil Status	:	Single
Language	:	English / Tagalog
Religion	:	Catholic
Nationality	:	Filipino
Visa Status	:	Employment Visa

CHARACTER REFERENCES

Available upon request

I hereby certify that the information furnished herewith is true and correct.

ROZETTE C. VILLONES

Applicant