



ELVIE B. MARARAC

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Position Applied For : **Personal Asst. / Administrative Asst. / Executive Secretary / Receptionist / Document Controller**

OBJECTIVE:

Seeking a challenging position in a well-established organization offering exceptional career growth opportunities where I can fully utilize my knowledge, skills and professional experience that can contribute to attain company's goal and mission.

COMPETENCIES, QUALIFICATIONS & SKILLS:

- Total 18 years Gulf experience in **Personal Asst. / Admin Asst. / Executive Secretary / Receptionist / Document Controller** in a contracting industry.
- Strong telephone etiquette, front desk operation and customer service skills.
- Proficient in Microsoft Office, M/s Excel and M/s Powerpoint, Internet browsing & Email applications.
- Knowledge in operating office machines (Printer, Fax, Scanner, Typewriter, and Photocopier).
- Flexibility, Adaptability, Good Interpersonal Skills, Ability to Multitask, Communication & Secretarial Skills.

PROFESSIONAL WORK EXPERIENCES:

Admin Cum Receptionist
M/s Allied Vision Electromechanical LLC
Dubai, UAE

Duties & Responsibilities:

- Answer and direct phone calls
- Organize and schedule meetings and appointments
- Maintain contact lists

- Produce and distribute correspondence memos, letters etc.
- Develop and maintain a filing system.
- Order office supplies.
- Book travel arrangements.
- Provide general support to visitors.
- Assist HR Manager for paper works and documentation.
- Prepare and monitor invoices and quotations.
- Carry out administrative duties such as filing, typing, copying, scanning etc.
- Write letters and emails on behalf of other office staff.
- Reply to email, telephone or face to face enquiries.
- Answer telephone calls and pass them on.
- Greet and assist visitors to the office.

Executive Secretary cum Document Controller

M/s CSC Contracting

Dubai, UAE

Duties & Responsibilities:

- Provide administrative, clerical support to departments, preparing business letters.
- Schedule meetings and arrange conference rooms.
- Ensures that all documents have no errors in filenames, submissions, etc.
- Alert manager about cancelations or new meetings.
- Responsible for the activities of document control including archiving, filing, stamping and distribution of documents.
- Must ensure the complete safety of documents and arrange proper place/filing cabinets to keep documents. All movement to these documents must be recorded properly.
- Responsible for updating and document tracking system.
- Effectively follows company's standard operating procedures in submissions of documents.
- Prepares Document Transmittals, receiving all Shop Drawings, Letters, Material Submittal, Inspection Request, CVI's Daily Reports etc.
- Maintain confidentiality of all the documents.
- Takes and transcribes dictation.
- Operate office equipment, such as photocopy machine and scanner.

Executive Secretary Cum Document Controller

M/s Parsons Overseas Limited

American Company

Dubai, UAE

February 2016 – Dec. 2018

Duties & Responsibilities:

- Manage an extensive and active diaries/ calendar of appointments, task, email inbox and reply promptly.
- Responsible for providing administrative, clerical support including diary management, official letters, emails, reports, taking Minutes of Meeting and maintaining registers.
- Prepare agendas and compile documents for meetings.
- Assists in coordinating the senior management team meetings and scheduling meetings and coordination with other department to ensure an efficient level of general office support activities including filing system, diary keeping, stationary and meeting room arrangement.
- Responsible for monitoring time and attendance.
- Ability to maintain confidentiality in handling highly sensitive, confidential information, possess good communication skills and the ability to manage multiple tasks efficiently and work productively in a fast paced, team oriented environment, ability to keep discretion and confidentiality.
- Prepares minutes of the meetings, quotations, invoices and follows up on assigned action items.
- Excellent knowledge of MS Office and office management software (ERP etc.) ▪ Communicates directly to staff and outside parties.
- Drafts reports, letters of solicitation, memos etc.
- Prepares and compose oral and written communication as directed by the Resident Engineer / Manager.
- Greets and welcomes the visitors as soon as they come. ▪ Serves and directs guest to appropriate person or office.
- Answer telephones, screens the calls and transfer to the concerned staff.
- Order office supplies and keep and maintain the stock.
- Schedule meetings and arrange conference rooms.
- Alert manager about cancelations or new meetings.
- Handle information requests via email or telephone.
- Arrange for outgoing mail and packages to be picked up.
- Takes and transcribes dictation.
- Operate office equipment, such as photocopy machine and scanner.
- Receive and relay telephone messages.
- Maintain hard copy and electronic filing system.
- Greets visitors, determined nature and purpose of visit and directed them to appropriate person/department according to their needs.
- Managing meeting agenda, arrange a meetings and appointments.

PA / Administrative Executive Secretary
Direct to Sr. General Manager (Head Office)
ETA-Ascon Group of Companies LLC
Ascon Road Construction Division

July 2008 - Dec. 2015
Al Quoz, Dubai-UAE

Administrative Executive Secretary to CEO

(Reliever)

– ETA Ascon (Head Office)

Duties & Responsibilities:

- Greet and receive visitor.
- Prepare confidential, sensitive documents, quotations and invoices.
- Prepares and compose oral and written communication as directed by the Senior General Manager and CEO.
- Determine matters of top priority and handle accordingly.
- Takes and transcribes dictation and order office supplies and keep and maintain the stock.
- Coordinate travel arrangements; prepares itineraries; prepares, compiles and records.
- Operate office equipment, such as photocopy machine and scanner.
- Relay directives, instructions and assignment to executives.
- Receive and relay telephone messages.
- Maintain hard copy and electronic filing system.
- Greets visitors, determined nature and purpose of visit and directed them to appropriate person/department according to their needs.
- Managing meeting agenda, arrange a meetings and appointments.
- Facilitate all office detailed work such as: filing incoming and outgoing office correspondence.
- Arranging and organizing schedules / calendar, meetings conference through online / phone.
- Receiving and distributing courier packages to the concern person.
- Checking and attestation of travel claims.
- Typing business letters correspondence and required documents for the said project such as Payment Certificate, Advance Performance Bond, Tender Bond, Memo, Subcontract Agreement, Letter of Interest, Expression of Interest etc. Reports direct to Sr. General Manager carrying our diary management, travel arrangement and hotel bookings.
- Meeting coordination from Head Office to Site Office.
- Attending incoming calls in appropriate manner & outgoing calls and connecting to concerned individuals.
- Coordinating with Tender (Manager) in preparing tender, quotation and enquiry for RTA, Dubai Municipality, DOT Abu Dhabi and Al Ain project.
- Arranging meetings and liaising with clients.
- Drafting and typing letters, e-mails, Minutes of Meeting and Progress Weekly Meeting.
- Organizing and booking travel - visas, flights, accommodation and transfer.
- Received and transmit fax messages, record them in the register and distribute the same to the concern person.
- Preparing correspondences and coordinating site projects base works.

- Setting up the Sr. General Manager travel arrangements, handle confidential matters, work under pressure, good in communications & interpersonal skills.
- Maintaining hardcopies, electronic filing system & signing for courier packages.
- Establish filing system of documents, to ensure that all documents are properly monitored and keep on track (i.e receiving, logging, distribution and supervise filing of all incoming and outgoing letters, memo etc.)
- Maintain and update comprehensive records of the name of Client / Customer, their addresses and contact numbers.

**Receptionist cum Administrative Asst.
ETA-Ascon Building Division**

June 2005 – June 2008
Shk Zayed Road, Dubai-UAE

Duties & Responsibilities:

- Maintaining confidential documents, correspondence & communication records.
- Greets visitors, purpose of visit and directed them to appropriate person according to their needs.
- Handle telephone and email enquiries and complaints.
- Coordinate with Resident Engineer, Project Manager's on reports needed.
- Organized all the Submittals which include: Material Submittal, Technical Submittal, RFI's, CVI's Shop Drawings, Site Instruction, Daily Report, Technical Query and all report related to the projects.
- Preparing the MOM, Progress Meeting and Weekly Progress Meeting etc.
- Making all outgoing letters towards Subcontractor & Consultant and receiving all incoming letters and updating all submittals.

EDUCATIONAL ATTAINMENT:

Associate in Metallurgical Engineering (UG)

Mindanao State University-Iligan City, Philippines (MSU-IIT)

Associate in Computer Secretarial

Christ The King College – Gingoog City, Philippines

TRAININGS:

**HR and Admin Certificate
Effective in Writing Business letters**

**April 2016 Filipino Institute in Dubai
August 2008 ETA-Ascon Training Center**

REFERENCES & AUTHENTICATED DOCUMENTS

Will be furnished upon request.

