

# Leogerma Dupay Quinones

+971505930838 | dunkingigi78@gmail.com

*~Real Estate and Property Management Specialist/Procurement Specialist~*

**With over 18+ years of UAE benchmarking experience**

**Industrial Engineering Graduate (5 Years Engineering Curriculum)**

www.linkedin.com/in/gigi-quinones-76535257

---

*~Strategic Planning/Real Estate Management/Administrative and Operational/Systems & Process Analysis/Mail Management/Finance/Office/Diary/Calendar/Customer Relations/Manpower Management/Budgeting/Performance Management~*

## S U M M A R Y

---

- Achievements in driving cost-effective strategies, administrative & operational practices and initiatives that produce dynamic business results
- Managing full spectrum of executive secretarial responsibilities. Tracking metrics and performance indicators.
- Exhibiting proven skills in providing administrative support to C-suite executive.
- Possess demonstrative capability of transforming administrative activities by going beyond boundaries of People capital support. Capable of handling wide variety of tasks including supervising, handling queries and administration
- Supervising entire administrative operations, liaising with other internal departments and external bodies; providing full and comprehensive services
- Delivering support in planning staff's training and development leading to maximizing productivity.

## P R O F E S S I O N A L   B A C K G R O U N D

---

*May 2014 – July 2024 with Higher Colleges of Technology - CERT, Abu Dhabi*

### **Noteworthy Highlights**

- Consistently rated Very Satisfactory by different Line Managers during Mid-Year and Annual Performance Rating Exercise, since date of joining; commended for excellent work on basis of Zero Error Rate in daily work; boosted overall efficiency by >80% by creating a well-organized filing system for the group
- Rationalized office organization by developing a centralized, efficient and user friendly database for all inward and outward documents; organized and executed regular meetings for the Dept. Head

### **Senior Executive Secretary**

- Facilitated end-to-end administrative tasks for the VP organizing an extremely active calendar of busy and complex appointments; composed and preparing wide range of confidential communications, developing and maintaining complex reports, meeting minutes and other documents for submission to COO and CEO and other top level executives
- Shouldered the overall accountability of preparing work program and annual plans and objectives of the department, which aims to promote business and services and that fit with the strategic plan of the institution.
- Scrutinized the drafting of warning, appreciation, target letters and performance reviews of employees
- Supported EVP and part of his management team which included one General Manager for Sales Division, two Senior Vice Presidents and four Vice Presidents and their respective divisions with appropriate time management skills
- Delivered support to the group of seven divisions/departments with a total of nearly 1000 employees. Acted as go-to-person regarding any administrative and operational functions
- Developed and implemented tracking system for all payment invoices and payment authorization forms

- Profitably decreased yearly office expenditure by 10% by regularly comparing prices from different suppliers, ordering cheaper stationery, office equipment and other consumables and maintained monthly inventory of these items
- Liaised with HR Department on resignations, terminations, confirmation and non-confirmation reports, transfer requests, incentives, substantiation reports and other employee related issues
- Handled petty cash fund, preparation of reimbursement statements and other related documentation.
- Played a significant role in the completion of key individual objectives, performance reviews and input of Ratings on the performance talent management system and submission of Performance scores to HR Department for all employees

#### **Administration Asst. to Vice President, Administration**

- Accountable for answering and screening telephone calls in a courteous manner while taking messages with a high degree of accuracy and arranged Avaya system teleconferences
- Instrumentally organized 10+ monthly meetings and their logistical elements (scheduling, preparing the facility, organizing handouts and/or binders for attendees, etc.)
- Launched centralized, efficient, user friendly and well-organized filing system readily available for easy retrieval of soft copies and database for all files containing box file reference numbers for the hardcopies
- Combined Annual Leave Plans and ensured application on the HR system. handled petty cash and payment authorization processing and insurance claims and reimbursements

#### **Real Estate Coordinator – Commercial Arm of CERT-HCT**

- Functioned with Branch Manager in implementation of action plans arising from surveys that are related to Tenants and Property Agents
- Settled inventories & undelivered items

#### **Finance Assistant to GCC Business Director**

- Networked all students tuitions and payments for Sponsored Students and Paying Students.
- Prepares report for the students payments and enrolled subjects

#### **Aug. 2010 - May 2013 with Orascom-Contract Joint Venture Abu Dhabi**

- Performed the executive secretary of the Business Director in Prequalifying Projects
- Participated in various bidding for Main Contractor and Foundation Projects
- Implemented complex transactions such as Deposits, Payments, Withdrawals and Procurement Tasks

### **A C A D E M I C S   &   C R E D E N T I A L S**

---

- Bachelor's Degree in Industrial Engineering (5 years – Graduated) – Prestigious San Carlos University – Cebu Phils.
- Math Olympiad and Consistent Honor Student

**IT Skill Set:** MS Office Applications (Excel, Word, PowerPoint and Outlook, windows, and internet; knowledge with the system and application intro to SAP.

### **P E R S O N A L   S N I P P E T**

---

*Address: Abu Dhabi, UAE | Languages Known: English*