

Curriculum Vitae

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OBJECTIVES:

Willing to work in a dynamic, challenging and growth oriented Company that allows me to utilize my knowledge and experience to contribute for the growth of the organization.

PROFESSIONAL EXPERIENCE:

MATEX CONSTRUCTION & CHEMICALS MANUFACTURING L.L.C.

MARCH 2018 up to Present

DUBAI SILICON OASIS

ADMINISTRATOR/DOCUMENT CONTROLLER

- Responsible for providing secretarial, clerical and administrative support in order to ensure that municipal services are provided in an effective and efficient manner.
- Copy, scan and store documents
- Check for accuracy and edit files, like contracts
- Review and update technical documents (e.g. manuals and workflows)
- Distribute project-related copies to internal teams
- File documents in physical and digital records
- Create templates for future use
- Retrieve files as requested by employees and clients
- Manage the flow of documentation within the organization
- Maintain confidentiality around sensitive information and terms of agreement
- Prepare ad-hoc reports on projects as needed

NETCARE IT SERVICES

AUGUST 2013 to JULY 2016

ATRIUM CENTER BUR DUBAI

RECEPTIONIST/ADMINISTRATOR/COORDINATOR

- Responsible for providing secretarial, clerical and administrative support in order to ensure that municipal services are provided in an effective and efficient manner.
- Reports to the Executive Director and is responsible for providing office and clerical services. Failure to provide these services in an efficient and effective manner will result in disruptions in the provision of services
- Receive, direct and relay telephone messages and fax messages
- Direct the First Nations Members and the general public to the appropriate staff Member
- Pick up and deliver the mail
- Open and date stamp all general correspondence
- Maintain the general filing system and file all correspondence
- Assist in the planning and preparation of meetings, conferences and conference Telephone calls
- Make preparations for Council and committee meetings
- Maintain an adequate inventory of office supplies

Areas of Expertise:

Minute taking
Diary management
Secretarial support

Administrative support
Audio typing
Managing stationary

IT skills
Reception duties
Report writing

Document management
Shorthand
Organizing meetings

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RIGID INDUSTRIES FZC

AUGUST 2012 to AUGUST 2013

SHARJAH INTERNATIONAL AIRPORT SAIFZONE

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- Assist in the planning and preparation of meetings, conferences and conference Telephone calls
- Make preparations for Council and committee meetings
- Maintain an adequate inventory of office supplies
- Respond to public inquiries
- Provide word processing and secretarial support

ADMIN ASSISTANT

- Type correspondence, reports and other documents
- Maintain office files
- Open and distribute the mail
- Take minutes at meetings
- Distribute minutes
- Coordinate repairs to office equipment

TELESALES, SALES COORDINATOR

- Being a hard worker, motivated, proactive and enthusiastic
- Team work in sales oriented environments
- Information technology
- Time management
- Making Quotation to the Valued Customer
- Planning, Multitasking
- Being courteous, professional and persistent

1 DOCUMENT CORPORATION

JANUARY 2009 to FEBRUARY 2012

DILIMAN QUEZON CITY PHILIPPINES

DATA ANALYST/ EXPORTING DATA

- Multiple databases types and automatically adapts its data import and export functionality.
- Import and export sales assistant contributes to the sustainable international development of the company through the marketing.
- Permanent market monitoring (desk research).
- Preparing decision making.
- Constituting and maintaining a pluricultural network of contact.
- Coordinating quality control / good business activities.

EDUCATION

PHILLIPINE MARITIME INSTITUTE (PMI)

• S.Y. 2007-2008 BACHELOR OF SCIENCE NAUTICAL MARINE

PERSONAL INFORMATION

BIRTH DATE: March 12, 1990

AGE: 31

RELIGION: Catholic

CIVIL STATUS: Married

NATIONALITY: Filipino

PASSPORT NO: P5939017B

VISA STATUS: Employment visa