

# Mary Jane Gonzales

## Position Sought

- HR Admin Assistant
- Sales Coordinator
- Executive Assistant
- Shipping Cargo Assistant
- Receptionist, Admin Assistant cum Logistic Coordinator
- Follow up Clerk

## Career Objective

To obtain a position that would best fit my qualifications and develop further my talents and skills for the benefit of the company.

## Qualification

- Self-confident with, strong but flexible character
- Good interpersonal and communication skills
- Dynamic personality; can work as a team player
- Hard working and motivated
- Highly organized and efficient
- Skilled in administrative tasks
- Microsoft Applications : Excel, Word, Power Point, MS Access, Outlook Express
- Oracle System

## Educational Attainment

Bachelor of Science in Information Technology

## Area of Competence

- Management Services
- Training and Administration
- Dynamic personality; can work as a team player
- Interpersonal and communication Skills

## Personal Profile

- Born on 31<sup>st</sup> of May, 1977 in Pasay, Metro Manila Philippines
- Company Employment Visa
- Philippine Passport Holder

Jamal Abdul Nasser Street

Al Majaz 2, Sharjah

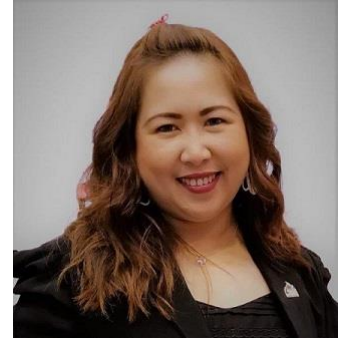
United Arab Emirates



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## Application Letter

Sir / Madam:

I was working as HR Admin Assistant, Executive Assistant, Sales Coordinator & Shipping Cargo Assistant from a reputable Fire Fighting Manufacturing Company.

As an organized and efficient professional with experience in providing comprehensive administrative and personal support, I am confident that I would be a valuable asset to you. My skillset allows me to thrive in busy environments that let me put my time management and organizational skills to use. Supported by my superior communication and multitasking capabilities, I excel at providing exceptional administrative and staff management and generating optimal productivity and success.

Highlights of my experience include:

- Managing extensive support functions—including writing correspondence, communicating with multi-functional staff, running errands, while maintaining a consistent level of professionalism and accuracy.
- Balancing multiple tasks within time-sensitive environments while providing top-level organization and interpersonal skills.

With my proven commitment on delivering the highest level of personal assistance, I am well prepared to extend my record of exceptional service to you in this role. I welcome the opportunity to discuss this position and my qualifications with you further.

Thank you for your consideration.

Respectfully yours,

Mary Jane Gonzales



### **HR Admin Assistant:**

- ❖ Supports human resources department by assisting newly join employees and new applicants.
- ❖ Prepares monthly report and maintaining payroll records.
- ❖ Provides orientation for new employees by providing packets and other payroll information, explaining benefit programs, and obtaining signatures for documents.
- ❖ Maintains human resources records for employees by recording the hiring, transfer, termination, change in job classifications, and merit increase dates as well as tracking vacation, sick, and personal time.
- ❖ Administers employee benefit program including student loan, medical insurance, savings bond, and disability programs by advising employees of eligibility, providing application information, helping with form completion, verifying submission, and notifying employees of approvals.
- ❖ Documents and tracks human resources actions by completing forms, reports, logs, and records.
- ❖ Uploading records for manpower using Oracle system.
- ❖ Accomplishes human resources department and organization mission by completing related results as needed

### **Executive Assistant:**

- ❖ Acting as a first point of contact: dealing with correspondence and phone calls, screening them, handling enquiries, requests appropriately.
- ❖ Dealing with incoming email, post, often corresponding on behalf of the Director during business trips and meetings.
- ❖ Meeting and greeting visitors at all levels of seniority. Often receiving them in behalf of the Director.
- ❖ Devising/maintaining office systems, managing databases and filing systems
- ❖ Arranging travel, visas, Air ticket booking and accommodation for Business Trips.
- ❖ Organizing, maintaining diaries and making appointments for meetings.
- ❖ Taking dictation and minutes of meetings.
- ❖ Carrying out background research and presenting findings.
- ❖ Producing documents, briefing papers, letters, memo, reports and presentations.
- ❖ Collecting data from different sales executives, consolidating and summarizing them for weekly, monthly, and annual reports.

### **Sales Coordinator:**

- ❖ Generating Quotations / Proforma Invoices, Letters, Submittals, Manuals, pre-qualifications and other documents related to Sales and Marketing.
- ❖ Receiving and reviewing Tender Documents and preparing all related requirements for submission.
- ❖ Maintain Client / Agent / Distributor price list and to quote accordingly.
- ❖ Coordinating all the projects / inquiries where engineering work is required after registering the same officially.
- ❖ Ensure courier, faxing, emailing of letters and quotations properly and correctly to clients.
- ❖ Sending regular email and phone call follow ups. Making sure to receive feedback for all quotations and letters sent to clients.
- ❖ Provide/enclose the entire technical documents related to each sales contract before forwarding to management for sign approval.
- ❖ Acknowledging Purchase orders, preparing Sales order checklist and monitoring the delivery date starting from booking, production, packing, loading, vessel schedule, until full materials are received by the client / end user.
- ❖ Follow up with clients outstanding payments and arrange collection of cash / cheque payment.
- ❖ Coordinating all information and client details related to shipment to the logistics department.
- ❖ Answering clients call of clarifications, additional requirement and referring them appropriately.
- ❖ Liaising all client complaints concern departments and provide solution to client on timely basis.
- ❖ Filling of Document: All document related to Admin operations, Sales, Marketing, deliveries should be filled according to the current filing procedure.

### **Shipping Cargo Assistant**

- ❖ Point of contact for Export Sales.
- ❖ Sales Order preparation and follow up for the delivery date of each order.
- ❖ Follow up in the factory for the manufacturing items and also trading items from procurement/ purchasing.
- ❖ Preparation and analysis on Sales reports.
- ❖ Knowledge about duty and tax for international trade
- ❖ Issuance of documents for Dangerous goods shipments
- ❖ Educated in handling dangerous goods
- ❖ Export shipments like booking, freight quote, transport documents, shipping details, invoicing and follow up



**Al Asayel Health & Safety FZCO**

**Receptionist, Admin. Assistant cum Logistics Coordinator**

**Dubai, United Arab Emirates**

**March 20, 2010 – December 27, 2011**

- ❖ Maintains close liaison with the director and takes accountability to ensure that all matters are attended to promptly as required, giving attention to details to ensure completeness and accuracy of information.
  - ❖ Manages and organizes internal and external meetings and organizes travel arrangements. Ensure preparation and follow up for meetings involving the company director.
  - ❖ Prepares correspondence, reports and presentations. Ensure accuracy of information, attention to detail. Timely data collection, integration of information, where applicable, appropriate use of business language, preparation and submission within required time lines
  - ❖ Efficiently processes and manages all inbound and outbound data and information, both confidential and routine; review the documents and if necessary, ask for supporting data before forwarding to the director for approval and signature.
  - ❖ Receives & prepares the quotation for customers & providing customer services for their enquiries & complains
  - ❖ Handles office control such as monitoring the reception, answering phone calls, welcoming visitors, accepting & segregating mails
  - ❖ File arrangements & data entries, scanning of documents and sending through mails or fax
  - ❖ Performs other duties assigned by the Operations Manager & Managing Director
  - ❖ To manage and coordinate all related Supply Chain & Logistics activities within the market ensuring an uninterrupted cost-effective supply and deliver service to customers at optimized cost.
  - ❖ Expediting process for the identified Purchase Order - from suggesting transport routes / import terms based on overall cost and delivery time evaluation to regular follow-ups, verification of relevant invoices, updating the system and monitoring performance throughout the process.
  - ❖ Register all incoming and outgoing bill of lading shipping
  - ❖ Responsible for documents control system. Crosschecks and ensures all vessel/voyages going to are updated for data reference.
  - ❖ Check all shipping instructions received and ensure that complete shipment reports are given to the concerned personnel.
  - ❖ Ensure that the latest revision and approval status of shipping instructions are kept updated continuously.
  - ❖ Expedite and maintain acknowledgements to transmittals, and also responds to transmittals sent for review/comment.
  - ❖ In charge for all queries from managers, and supervisors about shipping status and provides copy if needed.
  - ❖ Respond to queries regarding revision status of issued Bill numbers and inform all concerned parties.
- Maintain proper filing and record-keeping of all vessel/voyage/load port, bill numbers, and vessel schedule for future references.



**Dar Al Fakhama Abaya & Sheila Shop**

**Follow up Clerk**

**Sharjah, United Arab Emirates**

**September 2008 – November 2009**

- ❖ Monitoring calls and answers courteously, screen callers, convey messages properly, and greet visitors and clients politely
- ❖ Attend and assists customer accordingly
- ❖ Maximize sales by advising customers on further purchases
- ❖ Assist in visual merchandising of store
- ❖ Ensure security procedures for merchandise are observed at all stages in the sale process
- ❖ Support the manager in implementing new initiatives that are relevant and promote Organizational growth through sales activities