



**JEANNETTE "ALIYAH" PASCO GAUDIANO**

**Zahra Ajman, United Arab Emirates**

**Mobile No.: 0551972719 / 0562055453**

**Email Add: jpg\_luv@yahoo.com.ph**

**OBJECTIVE:**

*I want to work in a dynamic environment which encourages full practice of my skills, potentials and interest where I can freely explore every avenue of possibilities in relation to the fulfillment of my job growth as a person.*

**PERSONAL TRAITS:**

*Creative, self-motivated and organize things efficiency. I committed to a job because I want to work with excellence. I am a person who places high standard on myself when faced with a task, and I am one who is not about to quit immediately when everything seems to falter. I would like to work with committed people. I am inclined with activities that develop personalities and enhance potential abilities.*

**SKILLS: Fast learner, speed in typing, computer literate, Ms Word, Ms excel, Ms. Office, Ms. Power Point and good command of communication skills.**

**WORKING EXPERIENCE**

**14 years working experience in UAE**

**MARCH 2016- Present**

**ADMINISTRATOR CUM MARKETING EXECUTIVE  
AL WASEET LABOURS RECRUITMENT  
Al Bustan, Ajman- U. A. E.**

**Job Description**

- *On hand calls related to incoming & outgoing messages perseverance to action & communication with customers;*
- *Effectively handling queries and marketing.*
- *Emailing and documentation filing.*
- *Responsible for Filipina, Vietnamese, Ugandan, Kenyan & Tanzanian maids for short mandatory briefing and marketing.*
- *Helping my colleagues for other jobs*
- *Perform administrative duties such as filing and sorting of important papers*

- needed by the company*
- Follow ups clients for visa and change status of returned maids who were taken by respective employer or 2<sup>nd</sup> employer.*
- Perform other duties as directed by the Chairman.*

**DEC 2013-FEB 2016**  
**(2 Years)**

**ADMINISTRATIVE SUPERVISOR**  
**AL MUTMEYZA LABOUR SUPPLY**  
**Al Muhaisnah 4, Dubai U. A. E**

**Job Description**

- Responsible on track record files,*
- Task in Ticketing, booking schedule.& follow ups, confirming & cancellation flights update & low fare inquiry;*
- On hand calls related to incoming & outgoing messages perseverance to action & communication with customers;*
- Work out supervision pursuant to travel documents prior to manager's business trip in visa follow up & bookings;*
- Designating record file in division separately relocate codes between regular use files with confidential matters;*
- Handles and manage housemaid's flight reservation to Travel agency from their country of origin bound to Dubai / Dubai to their country of origin.*
- Responsible to call the clients to follow up the visa and change status of returned maids who were taken by 2<sup>nd</sup> employer.*
- In charge of preparing monthly arrival report.*
- Perform other duties as directed by the Chairman.*

**JUL 2006-NOV 2013**  
**(7 Years & 4months)**

**DOCUMENT CONTROLLER**  
**Al Qabas Manpower Recruitment Est.**  
**Deira, Dubai U. A. E.**

**Job Description**

- Organize systematically all data entry such as cash flow, payables, receivables, invoices, bills in excel program;*
- Responsible on track record files, invoices, bills update, payment & attending to bank issues & pending accounts;*
- Execute cash payment due for remittances prior to all agents concerning company fees per contract agreement;*
- Follow up unresolved complaints concerning issues relevant to daily flow of business in terms of efficiency;*
- Task in Ticketing, booking schedule.& follow ups, confirming & cancellation flights update & low fare inquiry;*
- On hand calls related to incoming & outgoing messages perseverance to action & communication with customers;*
- Work out supervision pursuant to travel documents prior to manager's business trip in visa follow up & bookings;*

- Designating record file in division separately relocate codes between regular use files with confidential matters;
- Handles and manage housemaid's flight reservation to Travel agency from their country of origin bound to Dubai.
- Representative in Philippine Consulate to solve the problem of ran away housemaid.
- In charge of preparing monthly arrival report.
- Responsible for money transfer to all agencies.
- Perform other duties as directed by the Chairman.

**JUN 2005-JUL 2006**  
**(1 Year)**

**DOCUMENT CONTROLLER cum LIAISON OFFICER**  
**BRIDGEWOOD HUMAN RESOURCES**  
**Main Branch, Malate Manila**

**Job Description**

- In charge of collecting money payments of applicants for POEA processing.
- Handling the medical reports for the applicants going abroad.
- Handling and managing the contract for all workers from different country.
- Preparing the documents of the housemaids to process in POEA.
- Assisting the applicants while waiting for their flight going to abroad.
- In charge to manage book of accounts (internal, agents & foreign principal).
- Completed the work delegated by Manager within the stipulated time.
- Effectively handling queries.
- Emailing and documentation filing.
- Responsible for Filipina maids for short mandatory briefing
- Perform administrative duties such as filing and sorting of important papers needed by the company.

**JAN 2002-FEB 2005**  
**(2 Years)**

**BOOKKEEPER cum ENCODER**  
**Al Habib General Trading**  
**Mussafah, Abu Dhabi UAE**

**Job Description**

- Taking order from different distributors as well as booking.
- Collecting collections of the salesmen daily.
- Deposited checks daily. Encoded the number of product items that customer bought the products to the salesmen to each receipts daily.
- Handling petty cash funds in the office.
- Do weekly inventory per panel with the salesmen.
- Submits reports to the immediate superiors
- Follow ups the payments to the clients.
- In charge in monthly and weekly production reports.
- Do systematic filing of documents and other duties maybe assigned by the supervisor from time to time.

### **EDUCATIONAL ATTAINMENT**

#### **1989-1993**

- *Iligan City National High School*

#### **1997-2001**

- *University of Cebu*
- *Bachelor of Science in Commerce*
- *Major of Banking and Finance*

### **SEMINARS & OTHER QUALIFICATIONS**

- *Attended 6 months in TESDA*
- *Technical Education and Development Authority*

### **PERSONAL PROFILE**

*Height : 5'3 Ft*  
*Religion : Islam*  
*Nationality : Filipino*  
*Birth Place : Iligan City, Philippines*  
*Visa Status : Employment visa*