

RAYSHIEL ANNE B. DELOS SANTOS

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SUMMARY:

A Business Administration graduate major in Human Resources Development Management with over nine years of experience in general administration. Reliable and organized team player with the ability to communicate effectively and efficiently. Skilled at building relationships with employees across all levels of an organization. Enthusiastic, fast learner, and can easily adapt new procedures to maximize efficiency and productivity.

HIGHLIGHTS:

- Strong interpersonal skills.
- Praised for my upbeat and positive attitude.
- Knowledgeable in MS Office including Microsoft Word, Excel and Outlook.
- Ability to organize, prioritize and work under pressure in a fast-paced environment.
- Loyal employee with an excellent work record.

London Offshore Consultants WLL – Abu Dhabi, United Arab Emirates – September 2018 to March 2021
Secretary reporting to Office Manager & Country Manager



- Secretarial duties.
- Project administration.
- Document control for incoming/outgoing project documents and correspondence.
- Maintenance of filing systems.
- Maintenance of marketing and administration documents (CVs, registers, library, charts etc.)
- Coordinating arrangements for port pass applications.
- Hotel and flight booking arrangements.

All Events Services & AES Scaffolding – Dubai, United Arab Emirates – February 2016 to August 2018
Personal Assistant reporting to Managing Director



- Managing MD's diary.
- Attends business meetings and take meeting minutes.
- Acting as point of contact, dealing with correspondence and phone calls.
- Hotel and flight booking arrangements.
- Preparing reports and presentations.
- Liaising with staff, suppliers and clients.
- Miscellaneous tasks to support Operations Director and other staff.

Stratus General Trading – Dubai, United Arab Emirates – September 2014 to January 2016
Sales Coordinator cum General Administrator reporting to Administrative Officer

- Primarily assists the sales team, focusing mostly on managing schedules and distribution of any sales documentation.
- Receives inquiries via phone and emails and sends final quotations to the clients.
- Work closely with the sales team to assess the progress of the department.
- Reports any issues of shipment/item to the Administrative Officer.

Philippine Business Bank – South Caloocan, Philippines – May 2012 to September 2014
Teller reporting to Branch Operations Officer



- Provides account services to customers by receiving deposits and loan payments; cashing checks; issuing withdrawals.
- Reconciles cash drawer by providing cash transactions; counting and packaging currency and coins, reconciling other transactions; turning in excess cash and mutilated currency to the Branch Operating Officer; maintain supply of cash.
- Maintains customer confidence and protects bank operations by keeping information confidential.
- Contributes to team effort by accomplishing related results as needed.
- Supply and reconciling of cash in ATM machine.

Asiast Development Bank – North Caloocan, Philippines – September 2011 to March 2012
Intern reporting to Branch Operations Officer



- Operates telephone switchboard for screening and forward calls through employees.
- Accepts inquiries and provides relevant information to clients with their transactions.
- Collecting, sorting, distribution and preparation of mail messages and courier deliveries.
- Maintains and records of incoming and outgoing official documents.
- Assists and coordinates with other staff for daily transactions.
- Maintains an orderly and systematic filing system for the department.

EDUCATION:

Bachelor of Science in Business Administration
Major in Human Resources Development Management
National College of Business and Arts – Fairview, Philippines
Year 2008 – 2012



TRAININGS AND SEMINARS ATTENDED:

Certificates are available upon request.

Document Control Class 2017	18 hours training at Filipino Institute Dubai, United Arab Emirates
Fraud Awareness and Risk Management	17 th July 2013 at Philippine Business Bank, Caloocan Philippines
Professionalizing the Banking Image	8 th October 2012 at Philippine Business Bank, Caloocan Philippines
Signature Verification	21 st July 2012 at Philippine Business Bank, Caloocan Philippines
Counterfeit Detection	7 th July 2012 at Philippine Business Bank, Caloocan Philippines

PERSONAL PROFILE:

Full Name:	Rayshiel Anne Babia Delos Santos
Date of Birth:	6 December 1991
Marital Status:	Married
Nationality:	Filipino
Languages known:	English, Tagalog

I hereby attest that the above given information is true and correct to the best of my knowledge.