



MARVIE ESTELLA- PABILLARAN

HUMAN RESOURCES &
ADMINISTRATION
COORDINATOR

PROFILE SUMMARY

Highly Competent and Gulf experience professional with 12+ years track record of delivering top quality performance in carrying out multifaceted functions. Demonstrated ability to multitask, prioritize job responsibilities, perform well under pressure, maintain strict confidentiality of company records, and surpass parameters. Seeks challenging career where all gained skills, experience and industry knowledge will have a valuable impact.

SKILLS

- Proficient in MS Office application (Word, Excel, Outlook Express, MS windows & Internet).
- Attained Training and personal enhancement – Human Resource Management
- Hospital Actual training during my BSN hospital duties –training
- Finished short course - Caregiver with NC2 certificate
- Finished short course –Certified Nursing Assistant.

CONTACT DETAILS

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WORK HISTORY

HR & ADMINISTRATION COORDINATOR

MENA WATER FZC. – Sharjah, UAE
Nov 2010 – Present

ADMINISTRATIVE ASSISTANT

FALA BUILDING MATERIALS
Jan 2008 – Oct 2010



ACADEMIC HISTORY

Medical Coding -

(Completed Course) | September 2021

Certified Nursing Assistant -

(Completed Course) | December 2019

Caregiver - (Completed Course) | May 2019

Bachelor of Science in Nursing -

(2nd-course Undergraduate) |

June 2005 - 2007

Bachelor of Science in Biological Sciences -

(Graduated) | March 1991



ACHIEVEMENTS

- Gained 12+ years of proven Gulf experience with private sector that deals in Manufacturing water & waste water treatment plants and Trading of its parts and equipment.
- Performed assigned workload with indefinable enthusiasm, commitment, honesty and dedication and drove towards contributing to continued business growth.
- Used initiative and personal judgment in carrying out tasks efficiently and resolving operational issues.
- Established and maintained excellent relations with clients, suppliers, colleagues, staff and management.



STRENGTHS

- Gained 12+ years proven Gulf experience
- Analytical – Organization – Coordination skills
- Good Communication & Interpersonal Skills
- Ability to multi-task & meet deadlines
- Strong background within Multinational company
- Outstanding Customer Service Skills
- Strategic Planning Time Management
- Tact to deal with Multicultural Clientele



PROVEN JOB ROLE

HR & ADMIN.COORDINATOR- Mena Water FZC.,Saifzone,Sharjah

- Coordinate hiring of shortlisted applicants and facilitate scheduling of interviews.
- Prepares all documents for visa application of newly hired staff.
- Arranging and follow up the advertisement of new recruitments as per the country's requirements.
- Plan and conduct new employee orientation to foster positive attitude toward company's objective.
- Worked closely with team leaders regarding payroll inclusions such as resignation, termination of staff, notice period, newly hired, increments or bonuses, promotions, salary advance, ticket entitlement, and salary adjustment, liaise with other managers in regards to service and employee requirements.
- Worked within a team environment to promote and maintain Payroll & HR admin functions,
- Monitoring employee's responses to HR and HSE regulations.
- Formulated computation of monthly Payroll considering adjustments like deductions, overtime, etc, work closely with the HR department to facilitate end-of-service benefits of employees.
- Maintains insurances (medical insurances and other company insurance)
- Maintain vehicle registrations accordingly and renew those that need to be renewed.
- Manage and delegate daily driver's assignments.
- Facilitated customer service requirements with other departments to ensure effective customer service,
- Identify and report all customer complaints to the appropriate division manager or immediate manager.
- Maintain petty cash and prepares liquidation.
- Maintains and update employee's record effectively (personal record, visa expiry, and passport expiry).

ADMINISTRATIVE ASSISTANT – Fala Building Materials, Sharjah

- Ensures knowledge of staff whereabouts and maintains accurate and complete sign-in/sign-out for all the staff.
- Notifies supervisors, regarding staff absences or delays
- Process client transactions and respond to products or service inquiries in a responsive manner.
- Performs routine office task necessary for the operation and presentation of professional office as observed by the supervisor.
- Performs clerical tasks: typing, filing, proofreading, maintenance of the service logs, and data entry.
- Keeps immediate supervisor well-informed of all activities and scheduled appointments
- Maintains confidentiality of organization fiscal and personnel-related information.
- Prepares company profiles to be submitted to clients
- Encodes invoices and delivery notes. Assist in maintaining records for company vehicles and insurances.



PERSONAL DETAILS

Nationality : Filipino
Date of Birth : 1st December 1971
Marital Status : Married
Visa Status : Employment
Languages : English & Tagalog
Reference : Available upon request