



Janine Serrano Piad

EXPERIENCE

July – Present

- Secretary (Finance Manager)
- **RAK Precast**

November 2018– June 2019

- Site Secretary/Document Controller
- (Project Manager–Client–DAMAC)

- ✚ Answering and managing the incoming calls and arranging appointments of Project Manager.
- ✚ Taking and relaying messages to the concern person from Project Manager and providing secretarial support
- ✚ Dispatching and receiving documents and all other correspondence.
- ✚ Indexing all documents and filing.
- ✚ Maintaining and updating logs.

May 2017–July 2018

- Project Coordinator/ Admin Assistant
- **Landspan Ventures Inc.**

- ✚ Prepare contracts and negotiate changes to contracts with architects, consultants, clients, suppliers, and subcontractors.
- ✚ Develop and implement quality control programs.
- ✚ Prepare progress reports for clients.
- ✚ Manage the purchase of building materials and land acquisitions.
- ✚ Hire and supervise subcontractors and staff.

June 2015– January 2017

- Store in Charge
- **Peach Retail**

- ✚ Manning the station and in addition to serving the orders of the customers. Keep the workstation clean as per the company's standards in sanitation and cleanliness.
- ✚ Monitoring and adjusting product display and product appearance standards.
- ✚ Complete tasks before opening and closing of the store apart from other basic task need to complete during the shift.



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OBJECTIVE

To work in an environment that motivates excellence, passion for work and loyalty towards the organization that strengthens my personal character and enables me to become successful in my chosen field of endeavor.

March 2013– December 2014

- Secretary
- ***Saturnino Carlos Private Law Office***
 - ✚ Interviewing perspective clients and reviewing their cases to be relayed it to the Attorney.
 - ✚ Answering and managing the incoming calls and arranging appointments. Monitoring case progress alerting the boss for the issues required for attention Maintaining contact with providers, adjusters and opposing counsel.
 - ✚ Taking and relaying messages to the concern person and providing secretarial support.

EDUCATION

Guagua National Colleges. Pampanga, Philippines.

Associate in Hotel and Restaurant Management

SKILLS

- ✚ Hardworking and dedicated
- ✚ Well versed in oral and written English and Filipino
- ✚ Computer literate
- ✚ Determination and excellent interpersonal skills
- ✚ Willing to learn any aspect of work.

Janine Serrano Piao