



Chenie Tabor Espinosa

I have 10 years of working experience in the GCC as an Executive Secretary to C level Management, Office Coordinator, HR, Admin, Logistics and Operations Support. I am confident, goal-oriented, and well trained in customer service, and I have the ability to solve problems independently. I am seeking a challenging opportunity where I can fully utilize my skills and experiences.

- WORK EXPERIENCE -

Executive Secretary to the Vice Chairman, *Al Fara'a Construction Group, Abu Dhabi UAE: 2018 – 2020.*

- To provide administrative services including diary management, booking meetings, events planning, organizing travels and itineraries, correspondence, and prioritizing emails for the Group Vice Chairman.
- Point of contact and filtering of calls and emails to be discussed with the Group Vice Chairman and the management as necessary.
- To ensure all relevant materials, reports, and correspondences are produced and submitted in a timely manner.
- Checking, filtering, and getting approvals/ signatures for legal, commercial and financial documents, contracts, NOC's, and others.
- Writing internal and external correspondences such as memos, letters, minutes of the meeting, etc.
- Managing a data-based filing system, and online-based HR soft wares and Purchase Requisition system.
- Sourcing, ordering, and managing office stationeries and equipment.
- Coordinating with all the VP's, GM's, and Senior Managers regarding the Management Review Meeting on a monthly basis and coordinating on their report submissions.
- Assisting the Management team in facilitating cheques, finance, legal documents for signature across the group.

Executive Secretary to the Group HR and Admin Director, *Al Fara'a Construction Group, Abu Dhabi UAE: 2017-2018*

- Providing administrative services including diary management, booking meetings, events planning, organizing travels, and itineraries.
- Point of contact to all HR, Admin, and PRO related works.
- Providing support to the Group HR and Admin Director, Group Head HR, Regional Manager, and Senior Manager HR.
- Writing minutes of meetings related to HR, Admin, PRO, and IT work.
- Collating all reports of Admin, HR, PRO, and wages for HR and Admin Monthly dashboard.
- Assisting the HR Operations team for critical cases such as resignation, salary disputes, cancellation issues, and others.
- Coordinating with the IT Dept. for the successful execution of HR software as per the agreed timeframe.
- Report submitted to the Management such as recruitment, headcount, critical issues for salary, leave, and final settlement release and resignation report on a monthly basis.
- Assisting GDHR to the meeting with the Government Authorities and clients.
- Writing internal and external correspondence such as memos, letters, agreements, and others.

Senior Executive-Admin/HR, *Al Fara'a Construction Group, Alain UAE: 2013-2017*

- Preparing draft cost allocation report of staff department and project wise in Alain area.
- Maintaining Admin/ HR files thru EDMS.
- Writing internal memorandum for late coming and absenteeism reports.
- Gathering, collating, and filling the daily and monthly site, and office attendance.
- Performs administrative duties for executive management.
- Preparing reports and supervising other support staff.
- Comprehensive internet research as advised by the Management.
- Preparing transmittals for both incoming and outgoing letters/documents and materials.
- Receiving, dispatching, collating, and segregating suppliers' invoices and statements of accounts and submitting them to the accounts department.
- Act as point of contact on the whole group for Accounts/ Purchase and HR queries both external and internal.
- Processing of invoices for courier and other suppliers related to the reception/ conference rooms and hallway facilities in the head office.
- Taking minutes during Admin and HR meetings.
- Writing correspondence both internally and externally.
- Preparing and maintaining conference room facilities.
- Verify and monitor shipment rates, courier rates, and cargo rates
- Supervising all receptions across the group and provide support as advised by the Management.
- Providing drivers and office assistants as per the request and availability of the schedule.
- Assisting staff from sites, and offices on any admin query in coordination with our Admin Dept. staff and Managers.

Receptionist, *Al Fara'a Construction Group, Alain UAE: 2011-2013*

- Answering calls and transferring them to the correct extension number.
- Screening of calls for managerial and management staff.
- Configuring biometric machines, PBX and telephone software data's
- Providing the best service for clients, subcontractors, suppliers, and VIPs.
- Maintains In and out register for staff.
- Arranging drivers for pickups.
- Coordinates for the maintenance of company vehicles.
- Arranging, preparing, and scheduling of Conference Rooms for a meeting.
- Monitoring of incoming and outgoing post, both for an International and local courier.
- Facility maintenance of the Reception area.
- Helpdesk and point of contact in the group.
- Trainer of a new receptionist for the group.

Administrative Assistant, *AMDATEX Muntinlupa City Philippines: 2009-2011*

- Prepare and manage correspondence and reports.
- Organize and coordinate meetings, conferences, travel arrangements
- Take, type, and distribute minutes of meetings.
- Implement and maintain office systems and operate office equipment
- Maintain schedules and calendars.
- Arrange and confirm appointments and organize internal and external events
- Handle incoming mail and other material.
- Preparing an attendance sheet for payroll processing.
- Manage office events such as parties, team buildings, and other processes.
- Communicate verbally and in writing to answer inquiries and provide information.

- Reporting directly to the Admin and HR Managers.

Science Teacher, *Southernside Montessori School Muntinlupa City Philippines: 2007-2009*

- Communicate verbally and in writing to answer inquiries and provide information.
- Class adviser, guidance counselor, and facilitator.
- Chairman of cheering competition and other sports fest in the First-year level.
- Chairman Graduation Committee.
- Science quiz bee master.
- Science adviser and trainer.
- Maintains orderly and cleanliness of different rooms in the class.
- Handles filing and important documentation and inquiries and requests.
- Computing grades, and other relevant functions through computers.

- EDUCATION -

- 2007 : Bachelor of Secondary Education major in Physical Science, Pamantasan ng Lungsod ng Muntinlupa, Philippines.
- 2003 : Secondary School Diploma – Muntinlupa National High School, Muntinlupa City, Philippines
- 1999 : Elementary Diploma – Itaas Elementary School, Muntinlupa City, Philippines

- SKILLS -

- Experience using Business Information databases such as ACONEX, Smart HR, FTP, Citrix.
- Proven ability to lead a team and to mentor junior members of staff.
- Excellent in Customer Service relationship

- PROFESSIONAL MEMBERSHIPS -

- Since 2007 : Philippine Association of Professional Teachers- MEMBER
- Since 2004 : Rotaract of the Philippines Makati Chapter- MEMBER

- CERTIFICATION -

- 2007 Licensure Examination for Teachers – Board Passer – Manila Philippines
- 2014 Certificate for Teaching English for Non Speaking English – Surrey Canada

- PERSONAL DETAILS -

- Birthday: November 10, 1986
- Marital Status: Single
- Nationality: Filipino
- Religion: Roman Catholic

- REFERENCES -

Mr. Anthony Samaha, HR & Admin Director
Al Fara'a Group
Dubai, UAE
(Details Receive Upon Request)

Mr. Mohit Gangaramani, Group Head Admin & HR
Al Fara'a Group
Abu Dhabi, UAE
(Details Receive Upon Request)