



CHRISTINE MARIE J. MECAYDOR

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CAREER OBJECTIVE

I am very passionate and hard working person who's always had a particularly keen interest in administration, media, events and tourism. I believe that good customer relations are vital if not one of the most important factors in any successful business.

EMPLOYMENT HISTORY PRESENT:

Position : **Executive Secretary**
Company : The Domus Group
Address : Binary Tower by Omniyat, 11th Floor Business Bay
Duration : **June 25, 2014 to May 25, 2019**

MAIN JOB TASKS AND RESPONSIBILITIES

EXECUTIVE SECRETARY TO THE CHAIRMAN:

- Acting as a First point of contact: dealing with correspondence and phone calls
- Manage multiple projects as assigned by the Chairman related to diverse lines of business, community, and personal interests with inter-related activities and relationships.
- Coordinates calendar, travel, meeting, and schedule arrangements for the Chairman, staff, business partners, and customers. Includes initiating contact and securing appointments, equipment, and facilities as appropriate.
- Works closely with other team members to assure the Chairman's preparation for meetings, presentations or other engagements. Administrative and functional activities include taking phone calls; maintaining personal and business files; corporate record keeping for multiple entities; supporting marketing and strategic planning activities; note taking & creating documentation; filing, storage & retrieval of business and personal activities.

ASSISTANT TO HR:

- Attendance Management System
- Arrange the date and timings as well as send the location map to the candidate for the interview.
- Responsible for the Petty Cash
- Prepare and maintain job description staff flow chart
- Create a file for every individual staff
- Maintain leave record (Annual Medical etc.)
- Arrange the office file accordingly
- Coordinate with interns and office boy.

EVENT PROJECT COORDINATOR:

- Providing sales support involving efficient and confidential handling of data
- Provide an important link between Sales and the Agent
- Checking dispatch documentation and dealing with customer inquiries
- Coordinating with the Exhibitors and Visitors of the Show
- Closing a Barter Deal or Contra Deal of the Sponsors

PERSONAL DETAILS:

Nationality : Filipino
Visa Status : Visit Visa

EDUCATIONAL BACKGROUND:

Bachelor of Science in Hotel
Restaurant and Tourism
Management
(2004 – 2008)
Biliran State University
Naval, Biliran, Philippines

KEY SKILLS:

- Trustworthy with Impeccable Moral Standards
- Discrete, reserved and able to handle business, personal, and family information with the highest level of confidence.
- Professionalism in Appearance & Attitude
- Highly organized
- Able to adapt quickly, handle multiple tasks
- Confident
- Demanding work environment

ACHIEVEMENTS:

- Travel and Tourism: Sites Power Training Center (FI Burjuman, Dubai 2016)
- Aviation Direct London: Cabin Crew Blue Ocean Career Institute (Karama, Dubai) 2011
- Leadership Program Blue Ocean Career Institute (Dubai) March 2011
- Personality Development and Communication Skills – Blue Ocean Career Institute (Dubai) Dec. 2010
- Level 2, Basic Food Hygiene – BSS World (Dubai) Dec. 2010
- Bartending – DO & CO Academy Team (Jebel Ali, Dubai) Nov. 2010
- Travel Agent Seminar – Hoya Air Travel and Tours (Cebu, Phil.) 2008
- Bartending – Technical Education Skills Development Authority T.E.S.D.A. (Phil.) 2007
- Front Office Housekeeping – Costa Bella Tropical Beach Resort (Cebu, Phil.) 2007

EMPLOYMENT HISTORY 2011 - 2013:

Position : **Secretary/ Admin Assistant**
Company : Provision Advertising Company
Address : Al Qouz 3, Warehouse 14 Dubai UAE
Duration : **October 8, 2011- October 8, 2013**

MAIN JOB TASKS AND RESPONSIBILITIES:

- Resolve administrative problems and inquiries.
- Data Encoder
- General duties including photocopying, fax and mailing.
- Perform general administrative duties such as air ticketing, hotel booking and office supplies.
- To assist in a day to day administrative work e.g.
Arranging of courier, booking of transport for guest, logistics and catering Arrangements.
- Assisting all the company events.
- To get job done within time frame.
- Good Microsoft skills and communication skills.
- File and retrieve organizational documents, records and reports.
- Perform other work as required.

EMPLOYMENT HISTORY 2009 - 2011:

Position : **Receptionist**
Company : True bell Marketing
Address : Dubai Internet City, Dubai UAE
Duration : **September 2009 – September 2011**

MAIN JOB TASKS AND RESPONSIBILITIES

- Receiving incoming and outgoing calls.
- Oversee all aspects of general office coordination.
- Handle request for information and data.
- Handle walk-ins.
- Maintain office supply and inventories.
- Coordinate and maintain records for staff, telephones and parking.
- Monitor log books of visitor.

DECLARATION:

I hereby confirm that the above given information is accurate to the best of my knowledge