



AINA ELAINE ENCARNACION MELENDREZ

PERSONAL DETAILS:

Mobile: 056-8043536

Address: Navy gate, Tourist club, Abu Dhabi

Email: aeem0026@gmail.com

Date of Birth: December 26 1995

Place of Birth: Laguna, Philippines

Whatsapp: 056-2595811

Status: Single

Nationality: Filipino

Religion: Roman Catholic

Age: 22

OVERVIEW

Qualified secretary/admin officer with over 4 years of varied administrative work experience and proven ability to handle and manage office environment; possesses effective organizational skills in addition to willingness to work above and beyond the call of duty.

CAREER OBJECTIVE

To obtain a challenging administrative support position in an office environment performing a variety of secretarial tasks. To utilize my strong skills in computer software, office organization and clerical duties through an entry-level secretarial role or similar.

SUMMARY OF QUALIFICATIONS

- Two years of experience working as Secretary Cum Administrative Personnel at Beauty Forever Medical Center, Abu Dhabi, United Arab of Emirates
- Two years of experience working as a Secretary of the Managing Director Cum Administrative Officer in Reaching Dreams Networking Company in Philippines.
- Graduated as Class Cum Laude Last 2014 gaining various awards in different fields and the highest GWA at St. Augustine School of Nursing
- Two-times Best Employee Awardees in Reaching Dreams Networking Company

EDUCATIONAL ATTAINMENT

COMPLETED COLLEGE

Graduated Practical Nursing in 2014

Saint Augustine School of Medicine and Nursing

Quezon Avenue Street, City of Lucena, Quezon Province, Philippines

- Class Cum Laude with Highest GWA
- Top Academic Excellence Awardees
- Best Thesis Case Presenter

SECONDARY / PRIMARY

Gulod National High School, Laguna 'Philippines

Baclaran Elementary School, Laguna 'Philippines

- Consistent honor student

PROFESSIONAL EXPERIENCE

SECRETARY CUM ADMINISTRATIVE OFFICER

Duration: From June 2016 to Present, End of Contract: June 26 2018

Company: Beauty Forever Medical Center

Location: Abu Dhabi, United Arab of Emirates

- Organizing Managing Director appointment in daily basis.
- Booking hotel or Flight travel when needed, either to the owner or company staff.
- Checking of the staff monthly attendance to be forwarded in accounting department for payroll. Managing Time in / Time out in daily basis. Checking of sick leaves.
- Making reports every end of the month pertaining to Center Gross Total Sales, Staff sales and for all the center monthly expenses.
- Making Purchase Orders. Maintaining general supplies by checking the weekly inventory done by each staff in their designated area.
- Asking for approval in the Managing director regarding any purchase order or any expenses that the center is needed.
- Answering telephone calls from the clients. Arranging appointment, taking messages.
- Making memorandum letters as needed.
- Arranging meetings, events, conference or seminars. Minute taker during meeting.
- Managing marketing strategy for the company and activities within the coordination of the marketing department. Developing the marketing strategy for the company in line with company objectives. Coordinating campaigns with sales activities.
- Responsible for recruiting and orienting new join staff.
- Maintains department schedule by being keen in each staff's respective calendars for the center business flow.
- Completes requests by greeting customers, in person or on the telephone; answering or referring inquiries. Maintains customer confidence and protects operations by keeping information confidential.
- Prepares reports by collecting information. Provides historical reference by utilizing filing and retrieval systems.
- Managing petty-cash for each staff monthly and petty cash of the center weekly.
- Use a variety of software packages (including Excel, Power point, Microsoft, POS, Emails and other online system) to manage data and produce documents.
- Maintains technical knowledge by attending trainings regarding Software's, contributes to team effort by accomplishing related results as needed.

SECRETARY OF THE MANAGING DIRECTOR CUM ADMIN OFFICER

Duration: From April 2014 to April 2016

Company: Reaching Dreams Networking Solution

Location: Malasiqui, Pangasinan, Philippines

- Assistant of the Managing Director
- Company representative in seminars and conferences.
- Completes operational requirements by scheduling and assigning administrative projects; expediting work results.
- Schedule and confirm appointments for the Managing Director or her Clients. Making memorandum letter as needed. Set up and maintain paper and electronic filing systems for records, correspondence, and other material.

- Searching for potential clients by looking thru online lists.
- Collect and disburse funds from cash accounts, and keep records of collections and disbursements. Conduct searches to find needed information, using such sources as the Internet.
- Coordinate conferences and meetings. Establish work procedures and schedules, and keep track of the daily work of clerical staff.
- Supervise other clerical staff, and provide training and orientation to new staff as well as recruiting them.
- Manage projects, and contribute to committee and team work.
- Order and dispense supplies. Prepare and mail checks. Point of contact of suppliers.
- Review work done by others to ensure that company format policies are followed, and recommend revisions.
- Use a variety of software packages (including Excel, Power point, Microsoft, POS and other online system) to manage data and produce documents.
- Managing weekly petty cash. Checking employee's attendance. Assigned in making memorandums. Company representative in attending special meetings or seminars.

TRAININGS AND SEMINARS

Liaison Executive Officer Training

Date Attended: May in 2014

Green crest Developer Company

Halang, City of Calamba, Laguna, Philippines

Computer Training

Date Attended: March in 2012

Computer Literacy II, Skills A+

Gulod, City of Cabuyao, Laguna, Philippines

RENAP SEMINAR (Renal Nurses Association Seminar of the Philippines)

Date Attended: September in 2013

Nurses Entrepreneurship: Opportunity and Challenges

Queen Margaret, Lucena City, Quezon Province, Philippines

Philippines Basic Life Support Provider Training

Date Attended: February in 2014

Red cross Organization of the Philippines

Bayan, Lucena City, Quezon Province, Philippines

Are you addicted Seminar, Group of Nursing

Date Attended: September in 2012

Practical Nurses of the Philippines elaborating this generation's addiction

Riverview Resort, City of Calamba, Laguna, Philippines

Shedul Online System Software Training

Date Attended: November in 2017

New software system of Beauty Forever Center

Liwa Street, Abu Dhabi, United Arab of Emirates

KEY STRENGTH

Time Management Skills

Isn't just about getting X number of tasks done in X amount of time. It's also about understanding how to prioritize, how to reprioritize as needs dictate, and how to multitask while juggling multiple projects simultaneously.

Adaptability

When an industry changes, we people have to be willing to evolve as well. An exceptional employee is one who immediately jumps in and is willing to learn new systems, integrates new software, or takes the lead in being a guinea pig for new work processes.

Willingness to learn

To grow, accept new challenges and seek opportunities is often important to us these are employee's value, existing skills and education. With a continually evolving workplace, adaptability and enthusiasm are becoming vital traits.

Strong Communication Skills

Having good communication skills in the workplace is all about being able to convey information to people clearly and simply, in a way that means things are understood and get done. It means you can do things like give and understand instructions, learn new things, ask questions and convey information with ease.

Good Interpersonal Skills

It doesn't matter how knowledgeable or hardworking are if they lacking in good interpersonal skills. Exceptional employees are good listeners, they have patience and tact, and they can communicate fully in both verbal and written form.

Software literate

Computer literacy refers to the ability to use computer programs in an effective manner. Computer skills have become increasingly important as companies have started to depend upon computerized technology to get work done

VISA AND PASSPORT DETAILS

Visa Status: Employment Visa

Visa Expiry: July 2018

Passport number: ECG470045

Passport Expiry: May 2021

REFERENCE

- **Ms. Arcelie D. Castanares**

Contact number: +63 930-368-5887

Managing Director/ In-Charge Manager

Reaching Dreams Networking Company

Malasiqui, Pangasinan Province, Philippines