

Deborah Huddleston

Corporate Administrator



PERSONAL INFORMATION

Address:- Aurora Court, Penthouse 5, Triq San Filippu, Ghaxaq, GXQ2101, Malta

E-mail:- dbugeja15@gmail.com

Contact Nos.:- 27019397/79871611

Gender:- Female

Date of Birth:- 16th November 1987

Nationality:- Maltese

SUMMARY:-

Dedicated, focused and experienced corporate manager/administrator providing essential organisational and time-management skills currently seeking opportunities for development in the area of corporate manager. Able to effectively communicate and co-ordinate administrative procedures and multi-task under pressure.

HIGHLIGHTS:-

Microsoft Office Proficiency

Excel Spreadsheets

Meticulous attention to detail

Verbal and communication skills

Time Management

Professional

WORK EXPERIENCE

08/2019 to 12/2019

Corporate Administrator – Fenlex Corporate Services Ltd

- Corporate administration, including incorporation of Maltese companies and partnerships, drafting corporate documentation etc.
- Collection of Due Diligence
- Attending courses

03/2019 to 07/2019

Senior Executive – Trident Trust Services Limited

- Responsibility of one corporate administrator
- Dealing with clients needs on a day to day basis

03/2018 to 03/2019

Corporate Manager – Fortia International Services Ltd

- Corporate administration, including incorporation of Maltese companies and partnerships, drafting corporate documentation etc.
- Collection of Due Diligence
- Opening of bank accounts for clients
- Issuing invoices through Blaide
- Human resources responsibilities
- Training of and supervision of administrators
- Attending courses
- Cash responsibility

08/2013 – 02/2018

Office Administrator – Fortia International Services Ltd

Experience and responsibilities as above

08/2013 – 12/2013

Interviewer – M. Fsadni and Associates

Recognizing how to pose interview questions to diverse individuals, being attentive and understanding.

07/2011 – 08/2011

Receptionist – Aquasun Services

Welcoming guests at hotels and cash responsibility.

EDUCATION:-

1976-1978

University of Malta – Msida

- B.A. (Hons) Criminology
- Masters in Probation

1971-1976

Junior College - Msida

1965-1971

Immaculate Conception School – Tarxien

Personal Skills:-

Mother Tongue

Maltese

Other Languages

English

Fluent

Italian

Competent

French

Basic

Interests

Reading

Interior Decorating

Driving Licence

Yes – Owns Transport