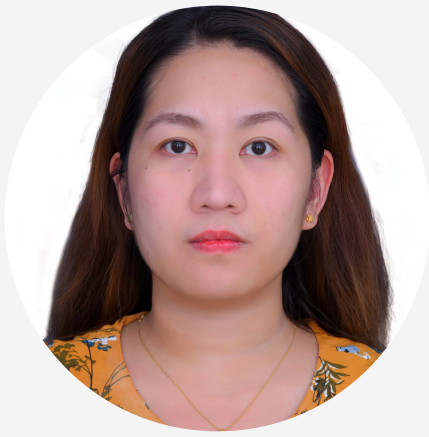




CONTACT ME

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PROFILE

Enthusiastic and professional Administrative Assistant with training in a wide range of office administrative tasks.

Able to work under pressure and collaborate with a team. Successful record of fielding phone calls, providing information to clients and acting as liaison between departments.

EDUCATION

Bs Computer Science-Under Grad

St. Clare College Of Caloocan-2016-2017

SKILLS

- Basic Accounting.
- Customer Service Skills.
- Decision-making skills.
- Interpersonal skills.
- Teamwork skills.
- Office Coordination.
- Structured supervisor committed to parity and able to move forward on multiple projects at the same time.
- Skills with employees as well as customers.
- Organized and able to prioritize tasks.

SOFTWARES



Mary Rose Endaya

Applicant for Admin Asst/Secretary

WORK EXPERIENCE

DNA PROJECT MANAGEMENT & CONTRACTING-DUBAI, UAE May 2023-Till date

Job Description as Administrative Assistant

- Utility Bill Management: Track and pay utility bills in a timely manner to ensure seamless operations.
- Tenancy Renewal and Trade License & Visa Processing: Coordinate with relevant authorities and parties to renew tenancies, obtain trade licenses, and process visas for employees.
- Quotation, LPO, and RFQ Preparation: Prepare quotations, LPOs, and RFQs as required by the company, ensuring accuracy and attention to detail.
- Correspondence: Draft, type, and edit correspondence, reports, and other documents as needed.
- Company File Maintenance: Organize and maintain accurate records of company files, both physical and digital.
- Purchase Coordination: Work with suppliers to procure goods and services, monitor deliveries, and resolve any issues that may arise.
- Project Coordination: Assist project managers in coordinating daily activities, ensuring timely completion of tasks, and maintaining project schedules.
- Administrative Support: Provide administrative support to project managers, including preparing and distributing meeting minutes, agendas, and reports.
- Document Control: Maintain accurate records of project documents, including contracts, invoices, and correspondence.
- Communication: Act as liaison between project managers, contractors, suppliers, and clients, ensuring effective communication and resolution of issues.
- Calendar Management: Manage project managers' & MD's calendars, scheduling meetings, appointments, and events.
- Data Entry: Enter project data into company databases and spreadsheets, ensuring accuracy and attention to detail.
- Filing: Maintain organized filing systems for both physical and digital files.
- Vendor Management: Coordinate with vendors and suppliers to procure materials and services, monitor deliveries, and resolve any issues that may arise.
- Miscellaneous: Perform other administrative tasks as required by the company.
- Payroll Administration: Handle payroll processing, including preparing payroll reports, ensuring accurate payment of salaries and benefits to employees.

Ali Mousa & Sons Holding-Metal Industries-Sharjah UAE JUNE 2019 - APR 2023

Job Description as Administrative Secretary

- Provide secretarial support to GM office – Correspondences & reports as required.
- Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages etc.)
- Prepare & monitor of outgoing invoices as per site condition, as per payment terms and follow up the status of payments.
- Coordinate at site for the materials & documentation required, follow up material delivery.
- Making follow up with different department, any pending documents as requested by GM.
- Handle Sensitive information in a confidential manner.
- Record / obtain meeting points and follow up on their implementation according to the time frame with the work team.
- Organizes work by reading and routing correspondence; collecting information; and initiating telecommunications.
- Review and update technical documents (e.g. manuals and workflows).
- Evaluate offers from vendors and negotiate better prices.
- Resolve Administrative Problems.

WORK EXPERIENCE

Arabian Engineer F.Z.E -UAQ, UAE

DEC 2017 - MAY 2019

Job Description as Admin Assistant cum Purchase

- Copy, scan and store documents.
- Check for accuracy and edit files, like contracts.
- Review and update technical documents (e.g. manuals and workflows).
- Resolve Administrative Problems.
- Preparing Quotations, RFQ, LPO, Invoice and Contracts.
- Answering Calls, Respond on email query.
- Locate vendors of materials, equipment or supplies, and interview them in order to determine product availability and terms of sales.
- Prepare and process requisitions and purchase orders for supplies and equipment.
- Direct and coordinate activities of personnel engaged in buying, selling, and distributing materials, equipment, machinery, and supplies.
- Researching new vendors, tracking deliveries and updating order records (e.g. dates, invoices and discounts).
- Coordinate repairs to office equipment's.
- Evaluate offers from vendors and negotiate better prices.

Al Madar Metal Construction. Factory L.L.C-Sharjah UAE

MAY 2017 - DEC 2017

Job Description as Human Resource Officer

- Preparing Payroll thru WPS.
- Recruiting, training and developing staff
- Making sure that staff get paid correctly and on time
- Maintain employee records both in soft and hard copy
- Looking after the health, safety and welfare of all employees
- Preparation of offer letter, memos and other reports for internal and external distribution.
- Monitoring staff performance and attendance
- Advising line managers and other employees on employment law and the employer's own employment policies and procedures
- Ensuring candidates have the right to work at the organization.
- Negotiating salaries, contracts, working conditions or redundancy packages with staff and representatives.
- Coordinating with Manpower supply.

Best Choice FZE-Sharjah UAE

NOV 2014 - MAY 2017

Job Description as Receptionist cum Secretary

- Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
- Tidy and maintain the reception area clean.
- Directs visitors by maintaining employee and department directories; giving instructions.
- Take and Relay Messages.
- Maintain Security by following procedures and controlling access Monitor Logbook
- Sending LPO's, Request for quotation, and other files via Fax and Email.
- Scanning and Photocopy files.
- Preparing Custom Papers as well as entry and exit Letters.
- Preparing LPO for monthly requisition of stationaries.
- Delivery Coordinator.
- Document Controller.
- Making Summary Reports.
- Helping the Purchase Department.

Abeer Al Bahreen Perfumes Trading L.L.C-Ajman, UAE

SEPT 2012 - OCT 2014

Job Description as Secretary

- Provide assistance to the MD for the day to day activity like meeting, warehouse visiting and product purchasing.
- Process and arrange documents for the renewal of warehouse tenancy.
- Go for designated government facility regarding our warehouse's if any problem.
- Prepare letters & notices for the tenant & making monthly reports regarding to the warehouses.
- Handle all incoming correspondence, set up and maintain them in filing system.
- Respond verbally and in writing to answer inquiries and provide information to client.
- Answering telephone calls, and all clients concern with regards to Product and inquiries.