

## **CURRICULUM VITAE**



### **ELA MARIZE ARINZOL OLAYBAL**

Mobile no. : +971 566793047  
Email Address : alesandra714@yahoo.com  
Home Address : Hamdan Street, Abu Dhabi, UAE  
Birthdate : November 18, 1980  
Marital Status : Single  
Religion : Christian  
On Visit Visa

### **OBJECTIVE**

Experienced Secretary / Admin Assistant / Receptionist / Accounts Assistant / Logistics Support, seeks a position with a progressive organization that will utilize a successful career to meet / exceed company goals.

### **SKILLS**

- ❖ Computer literate. Knowledgeable in Microsoft Office: Microsoft Word, Excel and Outlook.
- ❖ Excellent in Business Correspondence.
- ❖ Possess excellent Communication skills.
- ❖ Works under pressure, flexible, highly trainable individual, fast learner, resourceful and can work with less supervision.
- ❖ Able to confidently work with others at all levels of organization with capacity to meet deadlines through excellent time management with honesty and dedication.

### **EMPLOYMENT HISTORY**

#### **TECHNO ACTORS (FZC)**

#### **Airconditioning and Refrigeration**

G1-012 SAIF Zone, Sharjah Airport International Free Zone  
Sharjah, United Arab Emirates  
From March 2008 until March 2019 (11 Years)

#### **Position:**

- ❖ **Secretary**
- ❖ **Administrative Assistant**
- ❖ **Personal Assistant**
- ❖ **Logistics Support (Import & Export)**

**Responsibilities and Authorities:**

- Ensure the day to day smooth operations of the business.
- Coordinating with staffs with regards to their schedules and responsibilities.
- Keeping track of Employees attendance and handling payrolls.
- Ensuring that all employee records are accurate and up to date.
- Providing Administrative duties such as writing Business Correspondence, Emailing, Answer clients' inquiries, Making and Receiving outgoing and incoming calls.
- Maintaining diaries and arranging appointments for the Board of Directors.
- Ensures meetings and appointments are effectively organized and recorded.
- Organizing and maintaining paper and electronic files.
- Responsible for filing and keeping confidential company documents.
- Preparing requirements for renewal of the vehicle's registration card and handles insurance renewals.
- Monitoring the expiry and handles renewal of the company related documents like Trade Licenses, Chamber of Commerce Membership, Customs Import and Export codes.
- Monitoring the expiry and preparing requirements for renewal of the company's Owners and Employees related documents such as Residence Visa, Employment Visa, Emirates ID and others.
- Preparing Board of Resolution of Directors and Shareholders of the company as required.
- Provide assistance to the Owners and Board of Directors.
- Coordinating with Suppliers for orders such as Quote request, issuing Purchase Orders, and arrange for payments by Telegraphic Transfers, by Cheque or by Cash.
- Coordinating with Clients by sending Quotations, issuing Proforma Invoices, Commercial Invoices and Packing List, as well as follow up payments for goods sold.
- Arranging and providing Certificate of Origin from Chamber of Commerce to clients if required.
- Preparing required documents for shipments by Letter of Credit and submitting them to the bank for negotiation.
- Other duties as directed.

❖ **Accounts Assistant**

**Responsibilities and Authorities:**

- Executes and handles Online Banking transactions such as International and Local Bank Transfers, Funds Transfers, Government payments and Payroll.
- Monitor and handle Telephone Banking.
- Maintains and updates the Balance and Transaction Report.
- Monitoring and providing daily company bank Statement of Account to the Manager and Directors.
- Issuing Petty Cash to the staffs and providing monthly Petty Cash and Expense Reports to the accounts department.
- Preparing and Issuing Cheques for payments as required.
- Receiving cash and cheque payments from clients and arranging for deposit to the bank for the same.
- Negotiate Letter of Credit transactions with the bank if required by our shipments.
- Maintains Purchase and Sales files.

❖ **Logistics Support (Import and Export)**

**Responsibilities and Authorities:**

- Coordinating with forwarding agents and shipping companies regarding Import and Export shipments by Land, Air and Sea.
- Negotiate Letter of Credit transactions with banks if required by our shipments.
- Arranging Delivery Order collection, preparing required documents for import shipment clearance and providing Commercial Invoice and Packing List as required for export shipments.
- Preparing export shipments Bill of Lading Instructions and sending it to concerned forwarding agents.
- Arranging courier services for parcels, goods and documents needed to be dispatched.

- Going to the Customs Department for Import and Export Clearance in the absence of the company's customs representative.
- Maintains Import and Export Files.

#### **DVD LYNX AUTO PARTS**

Santiago Boulevard,  
General Santos City, Philippines  
Form February 10, 2003 until November 20, 2007

#### **Position:**

- ❖ **Secretary Cum Cashier**

#### **Responsibilities and Authorities:**

- Addresses and ensures customers' needs are met.
- Handles Cash Register transactions.
- Maintains files and organizes customers and suppliers records.
- Answers phone and email inquiries and distributes messages to other departments.
- Prepares letters, labels, envelopes, documents, reports and the like.
- Orders supplies to ensure proper inventory.
- Assist in the preparation of documents for shipment to other countries.
- Recommends for the improvement of the company's procedure.
- Payroll and Timekeeping.
- Recruitment and Selection.
- Assist to the day to day operation of the company.

#### **EDUCATIONAL ATTAINMENT**

##### **Notre Dame of Dadiangas University**

General Santos City, Philippines

##### **Bachelor of Science in Commerce Major in Business Management**

SY 1997 - 2001

##### **Notre Dame of Siena College**

General Santos City, Philippines

##### **Highschool Diploma**

SY 1993 - 1997

#### **TRAININGS AND SEMINARS ATTENDED**

- ❖ **Six-Months Live-In Caregiver Course NC II**  
Fil-Canadian Training & Development Center for Caregivers  
Certified by TESDA  
Delings Building, Jose Catolico Avenue, General Santos City  
From August 1, 2005 until February 10, 2006
- ❖ **First Aid, Basic Life Support & Emergency Care**  
Philippine National Red Cross  
General Santos City  
April 2007

**Character References:** Available upon request