

# MICHELLE P. NAADAT

[michelle.naadat@gmail.com](mailto:michelle.naadat@gmail.com)

G16 AL THAYYAL 3, THE GREENS,  
DUBAI, UAE

**Contact No: +971507881694**



## Career Objective:

To join a well-established company that will provide career opportunities and skills development. Serve with utmost loyalty and honesty for the benefit of the company and work beyond expectation, not only for the management but with colleagues as well.

## **WORK HISTORY:**

**HONDA PRESTIGE TRADERS INC.**  
**Alangilan Batangas City**

**ADMIN OFFICER cum CASH CUSTODIAN**  
**MAY 19, 2022-FEBRUARY 19, 2023**

### Duties and Responsibilities:

- Provides confidential and secretarial and administrative support, making travel arrangements, screening and handling telephone communications, greeting and directing visitors, and dealing with administrative problems and inquiries as appropriate.
- Handles the documentation and must ensure the completeness, accuracy, consistency of information and compliance of documentation guidelines and procedures prior to the submission to financing.
- Coordinates and oversees the day-to-day management of supplies, equipment, and facilities for the organization, as appropriate, to include maintenance, inventory management, logistics, security and related activities.
- Establishes and maintains a system of effective records management necessary to safe keep all files and documents in the branch.
- Gathers, enters, and/or updates data to maintain departmental records and databases, as appropriate; establishes and maintains files and records for the office.
- Handles administrative tasks such as preparation of periodic reports, recording of daily transactions and routine clerical work.
- Deal with the monthly billing procedures including invoicing with accounts.
- Reading, monitoring and responding to executives emails.

**HONDA PRESTIGE TRADERS INC.**  
**Alangilan Batangas City**

**PARTS CUSTODIAN**  
**MAY 2, 2021-MAY 18, 2022**

### Duties and Responsibilities:

- Balanced inventory, controlling cost and obsolescence while meeting expected customer demands.
- Built successful team with effective hiring training and performance improvement strategies.
- Obtained high-quality replacement parts by sourcing suppliers and maintaining productive relationships.
- Cater all customer's orders and request of items
- Assist Every walk in Customers in the store.
- Execute Good Customers Service in the selling Areas
- Deals on Accounting of Sales and Expenses

**HONDA PRESTIGE TRADERS INC.**  
***Alangilan Batangas City***

**BRANCH SECRETARY**  
***MAY 17, 2018-APRIL 30, 2021***

**Duties and Responsibilities:**

- Receives, inspects, records, safe-keeps, and monitor stocks which includes proper issuance of receipts for every inventory movement.
- Ensures that customer's data are completely and properly checked before encoding to the Customer's Master Data System.
- Produces necessary files, reports and documents, monitors system performance to ensure timely and accurate processing of customer's order.
- Handles the documentation of all motorcycle loan applicant and must ensure the completeness, accuracy, consistency of information and compliance of documentation guidelines and procedures prior to the submission to financing.
- Establishes and maintains a system of effective records management necessary to safe keep all files and documents in the branch.
- Handles, monitors and prepares replenishment of Petty Cash Fund (PCF) provided by Head Office for branch expenditures.
- Handles administrative tasks such as preparation of periodic reports, recording of daily transactions and routine clerical work.
- Performs other related duties that the Branch Manager may assign from time to time and other specific instruction that the Head Office may issue occasionally.

**ERIANE CONSTRUCTION & SUPPLY**  
***PINATILAN BUKIDNON CITY***

**LIAISON OFFICER**  
***JANUARY 08, 2017 –February 28, 2018***

**Duties and Responsibilities:**

- Manages multiple projects/tasks simultaneously demonstrates ability to plan, set priorities, organizes and coordinates work with others
- Maintains, under the direction of the manager, a register of all contracts updated with the latest revisions.
- Expedites review, signature approval, and release of contractor, supplier and internally produced project documents
- Effectively handles stressful situations (resolving conflicts and meeting deadlines)
- Monitor, coordinate, and communicate strategic objectives of the business

**SITE ADMIN OFFICER**  
***MAY 05, 2016 - JANUARY 02, 2017***

**VICENTE T. LAO CONSTRUCTION**  
***GENERAL SANTOS CITY***

**Duties and Responsibilities:**

- Maintain control of electronic and hard copy of any documents, including verification of proper file naming conventions, scanning and uploading files to proper folders in accordance with document management company procedures.
- Providing assistance to Engineering Project Managers and Administrative staff in project document management and tracking of documents.

- Monitoring engineering project folders by spot checking and verifying accurate file naming conventions are utilized.
- Overseeing the scanning of documents to the appropriate file folders while maintaining confidentiality.
- Recommending new policies, approaches, and procedures, Participating in administrative staff meetings

## **TRAININGS:**

### **HUMAN RESOURCES - (Payroll and Benefits Administration Department)** **ROJON PHARMACY**

- Guides and manages the overall provision of Human Resources services, policies, and programs for a company within a small to mid-sized company, or a portion of the Human Resources function within a large company
- Processing payroll/benefit-related reconciliations, which includes ensuring vacation and sick time are tracked in the system
- Participating in benefits tasks, such as claim resolutions, reconciling benefits statements, and approving invoices for payment

### **RECORDS MANAGEMENT - ISO STANDARD, AND 5S STANDARD TRAINING**

- Help facilitate the access to information by different departments
- Provide useful information in formulation organizational policies
- Statutory and regulatory requirements of QMS (Clause 8.2.2)

## **ACHIVEMENTS/AWARDS**

- Highest Parts Performer of the Year 2022 (Physical documents
- Loyalty awardee – 4 Years will be provided upon request)
- Highest Parts Sales Contributor
- 100% Service Income Performance

## **EDUCATIONAL BACKGROUND:**

<b>College</b>	GENERAL SANTOS FOUNDATION COLLEGE <b>(BSBA Major in Financial Management)</b> <b>2012 - 2016</b>
<b>High School</b>	POBLACION POLOMOLOK NATIONAL HIGH SCHOOL <b>2012</b>
<b>Elementary</b>	STA CLARA ELEMENTARY SCHOOL <b>1999</b>

## **PERSONAL BACKGROUND:**

Birth Date:	12 July 1990	<b>with UAE MOFA Attested Certificate</b>
Civil Status:	Married	<b>Visa Status: Visit Visa until 4 January 2024</b>
Nationality:	Filipino	<b>MS Office Proficient (MS Word, Excel, PowerPoint)</b>

***Michelle P. Naadat***