



Jessa Grace Lizada Mangudadatu

Career Summary

I have 6 years of experience in administrative duties. Skilled in Microsoft Office, with strong orientation and towards customer service and problem-solving. Eager to apply organizational and scheduling abilities to support team objectives and faster professional growth

Professional Experience

September 2024-May 2025
La Elegancia
Masdar City, Abu Dhabi, UAE

Sales Associate/Cashier

- Promote new product, gift set, and seasonal offers.
- Maintain a clean, organized, and visually appealing display.
- Demonstrate and presenting products or services.
- Closing deals to meet sales targets.

August 2019-May 2024
Local Gov't Unit-
Municipal Planning and
Development Office
Philippines

Administrative Assistant

- Review and maintain written and computer files, plus conduct data entry.
- Assist in the coordination of administrative function, including budget, personnel, meetings, and clerical duties.
- Assist with all budget activities, including accounting.
- Help implement new programs, procedures, methods, and system.
- Organizing and maintaining records, files, and databases.

May 2017-December 2017
DSWD Region XII
Philippines

Data Encoder

- Gathering, organizing and authenticating data collected from various documents, materials, and online sources.
- Creating digital records from paper, merging or updating databases and sorting information into the correct fields.

September 2011-May 2014
Delta Fishing
Philippines

Administrative Staff/Sales Representative

- Maintaining general office files related to company operations.
- Developing and managing sales.
- Handling incoming call, emails, and inquiries.
- Organizing and maintaining records, files, and databases.
- Scheduling appointments and maintaining calendar.

Education

2017-Tertiary
ACLC College of Marbel

Bachelor of Science in Business Administration

Major in Human Resource and
Development Management

2010-Vocational
ACLC College of Marbel

Diploma on Computer-Based in Accountancy

Contact

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Address

Al Khalidiyah, Abu Dhabi, UAE

Visa Status

Own Visa

Expiry Date: January 27, 2027

Expertise

Basic knowledge in computer

Time Management

Organization Skills

Problem Solving

Communication

Adaptability

Customer Service

Language

English

Filipino