

# **MICHELLE P. NAADAT**

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DUBAI, UAE

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## **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 17, 2018-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.

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

**SALES ADMINISTRATOR**  
**JANUARY 08, 2017 –February 28, 2018**

### **Duties and Responsibilities:**

- Maintains, under the direction of the manager, a register of all contracts updated with the latest revisions.
- Day to day liaison with Government counterparts of the project at national and local level and programmed team to support effective implementation of the various activities under the project
- Answering phones, taking memos and maintaining files.
- Preparing monthly reports.

**VICENTE T. LAO CONSTRUCTION**

**SITE ADMIN OFFICER**

**MAY 05, 2016 - JANUARY 02, 2017**

**GENERAL SANTOS CITY**

**Duties and Responsibilities:**

- Providing assistance to Engineering Project Managers and monitoring project folders.
- Planning, organizing, and controlling the activities and actions of the HR department
- Conducting new employee orientations and employee relations counseling
- Informing job applicants of job duties, responsibilities, benefits, schedules, working conditions, promotion opportunities, etc.
- Overseeing hiring process, which includes coordinating job posts, reviewing resumes, and performing reference checks

**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

**EDUCATIONAL BACKGROUND:**

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

**PERSONAL BACKGROUND**

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

**Michelle P. Naadat**