



MARIEL E. GALLEGO

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CAREER HISTORY

CAT INTERNATIONAL LIMITED - ABU DHABI

PMV Coordinator/Filing Clerk |
November 2023-present

Key Duties & Responsibilities:

Equipment Management:

- Maintain an inventory of all plant, machinery, and vehicles owned or operated by the company.
- Develop and implement a preventive maintenance schedule for all equipment to ensure optimal performance and longevity.
- Coordinate with maintenance staff and external service providers to schedule and conduct routine maintenance and repairs.
- Monitor equipment usage and performance metrics to identify opportunities for optimization and cost reduction.

Safety and Compliance:

- Ensure that all plant, machinery, and vehicles comply with safety regulations and industry standards.
- Conduct regular safety inspections of equipment and enforce adherence to safety protocols and procedures.
- Provide training to equipment operators on safe operating practices and proper use of equipment.

Resource Allocation:

- Coordinate the allocation of plant, machinery, and vehicles to various projects based on operational requirements and priorities.

- Optimize resource utilization to minimize downtime and maximize productivity.
- Monitor equipment availability and make recommendations for procurement or rental of additional equipment as needed.

Documentation and Reporting:

- Maintain accurate records of equipment maintenance, repairs, and usage.
- Generate reports on equipment performance, maintenance activities, and costs for management review.
- Prepare budget forecasts for equipment maintenance and replacement as part of the overall project budgeting process.

Vendor Management:

- Manage relationships with equipment suppliers, vendors, and rental companies to ensure timely delivery of equipment and services.
- Negotiate contracts and service agreements with vendors to obtain favorable terms and pricing.

GAS EGYPT COMPANY

Secretary/Admin/Receptionist/Cost Control/Document Controller |
September 2022-November 2023

Key Duties & Responsibilities:

- Carrying out daily secretarial activities.
- Greet and assist guests or clients with initial enquiries.
- Answer and manage all in-coming phone calls.
- Redirect clients calls or messages to concerned recipient in a timely manner.
- Maintain office general filing system.
- Operate all office equipment regularly e. g. copy machine, printer, etc.
- Ensuring the protocol during the meetings, in accordance with the daily requirements.
- Taking over, registering, distributing to the departments involved, filing, and archiving correspondence and messages received from partners, customers, and other employees.
- Ensuring the transmission of documents by email and other communication channels

- Elaboration and drafting of documents and situations required by management.
- Providing administrative support for all company departments.
- Provides support for organizing the activities of the top management team, as well as their travels, meetings, monthly preparation of statements for expense statements.
- Perform general administrative support duties as required.

EASTWEST BANKING CORPORATION
(Manila, Philippines)-7 years & 6months

Official Assistant/Universal Teller/C-Signor|
May 2018 – April 2022

- Directs my colleagues to the jobs that need to be done and encourages my team to meet the monthly quotas.
- Deals directly with most customers & the front line of the bank.
- Handles many inbound and outbound calls to customers and clients.
- Identifies the needs of customers, resolve issues, and provide solutions to problems that occur mainly upsell/cross sell other products such as CREDIT CARDS, CASH LOANS, AUTO LOANS, HOME LOAN, INSURANCES whenever possible.
- Also, be well-read on company policies and the website for FAQs or policy related answers, maintains good customer relations. Meet personal targets and work towards meeting team targets.
- I write and submit timely reports on performance, targets, and customer queries.

Official Assistant/Universal Teller/C-Signor|
January 2018 – April 2018

- Training for Official Assistant

Sales Associate/Bank Teller|
October 2014 - December 2017

- Responsible for providing exceptional customer service and efficient and accurate transaction processing.
- Meet customer financial needs by offering bank products and services and providing clerical and administrative assistance.
- Manage and handle Over-the-counter/Remittance Transactions and ensure the delivery of quality services to customers while adhering to operational controls with smooth and hassle-free transactions within the branch
- Ensuring all activities are completed within a time frame with accurate results and all teller transactions and other routine processing is done.
- Provide information and guidance to customers through the delivery of excellent customer services and hone positive business relations with customers, potential customers, and co-workers.

SKILLS AND ABILITIES

- ✓ Customer Service
- ✓ Marketing & Sales
- ✓ Account & Management Monitoring
- ✓ Administrative Support
- ✓ Clerical Support
- ✓ Verbal and Written Communication
- ✓ Leadership and Teamwork
- ✓ Computer Literate

EDUCATIONAL BACKGROUND

St. Mary's College of Catbalogan,
Samar, Philippines

- ❖ Bachelor of Science in Business Administration Major in Financial Management

School and Community Involvement

- ❖ Supreme Student Council - Senator
- ❖ Employee Relation Council - Core Officer

Visa Status: Employment with 1 month notice period