



CINDY B. SANIN

Experience

May 2020–Present
ADMINISTRATIVE ASSISTANT
CHINA BANK CORPORATION

- Completes a broad variety of administrative tasks for the Segment Head including managing an extremely active calendar of appointments; completing expense reports; composing and preparing correspondences that is sometimes confidential; arranging plans, itineraries and agendas; and compiling documents and other correspondences to/from the Segment Head.
- Receive, direct and relay telephone messages and direct inquiries for the general public to the appropriate employee
- Manage administrative day to day operations and filing documents of the office, including the maintenance of the adequate office supplies
- Organize the meetings as may be requires by the Segment Head
- Assist in the scheduling of transportation for client calls and meetings for the Segment.

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MIDTOWN SUBD., SAN
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1800, PHILIPPINES



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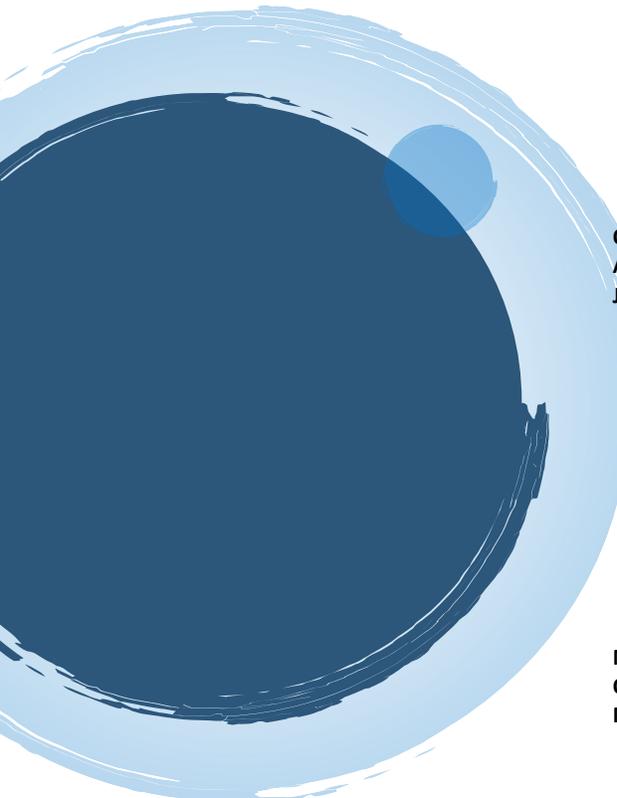


OBJECTIVE

To continue my career with an organization that will utilize my Management, Supervision & Administrative skills to benefit mutual growth and success.

August 2019 – March 2020
Executive Assistant
HTCG PREMIUM FOOD CONCEPT INC

- Coordinate and assist CFO in all tasks corporate/personaland projects assigned.
- Audit of store — Dining, kitchen & staff
- Daily report sales & Quarterly Sales Report
- Managing and routing phone calls appropriately
- Handled confidential documents
- Arrange and Setting up meetings
- Arrange monthly calendar of CFO
- Provide administrative support to our staff and ensure daily procedures run smoothly



OCTOBER 2016 – OCTOBER 2018

ADMIN SUPERVISOR

JAZZ ROCKERS DANCE INSTITUTE - DUBAI

- Managing and routing phone calls appropriately
- Maintaining physical and digital employee records
- Prepare Daily, Weekly and Monthly Reports
- Preparing Monthly Business Reports
- Preparing Invoices & DO's on a daily basis
- Organize company documents into updated filing systems
- Address employees and client's queries (via mail, phone or in-person)
- Provide administrative support to our staff and ensure all daily procedures run smoothly

NOVEMBER 2014 – JULY 2016

OPERATION ASSISTANT

MERRY LEAF REALTY CORPORATION

- Attending client(s) inquiries, requests, concerns and problems about their rented unit and other services offered to them
- Handled confidential documents and had experience in documentation.
- Doing Liaison Works
- Secretarial Jobs
- Setting up meetings
- Prepares clerical works

DECEMBER 2008 – OCTOBER 2014

ADMIN ASSISTANT/DOCUMENTARY ASSISTANT

GALLEON APPRAISAL & CORPORATE SERVICES INC

- Attending client(s) inquiries, requests, concerns and problems about their rented unit and other services offered to them
- Handled confidential documents and had experience in documentation.
- Doing Liaison Works

Education

BA Major in Microfinance and Accountancy

Philippine Christian University (Transferred)

Pedro Gil, Taft Ave., Manila

June 2006 – October 2008

BA Major in Management

Central Philippine University

Jaro, Iloilo City

June 2004 – March 2006

References

Available upon request

