

## CURRICULUM VITAE



### **RIZA MAY C. AMIT**

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### **WORK EXPERIENCED (UAE- Dubai)**

#### **A.**

Position : **Office Administrator**  
Duration : May 2010 – July 2020  
Company : Intuition Interiors LLC  
Location : Deira, Dubai, UAE  
Job Description : As Office Manager, I performed the following:

#### **As Secretary:**

- ✚ Maintain appointment diary of the Managing Director.
- ✚ Daily correspondence for emails & reply for the clients.
- ✚ Make travel booking & hotel reservation.
- ✚ Receive Calls, Great Visitors
- ✚ Issuing circular as per required or advice of the Manager.
- ✚ Maintaining all Staff profile & highlights the expirations dates of their Visa & Labor Cards etc.
- ✚ Arranging for the dues of the staff for their vacation leave & arrange their payment benefits.
- ✚ Arranging & process the all the renewals like visas, trade license, DM, Custom & other government related renewals.
- ✚ Prepare BOQ's, Invoices, & making material Inquiries also Follow up for payments.
- ✚ Maintenaning the entry of the daily cost of the projects, admin & etc in quickbook accounts & Prepare also monthly & yearly report.
- ✚ Preparing cheques for the suppliers, depositing cheques/cash receivables into company account.
- ✚ Maintain records & support company process.
- ✚ Apply & implement the WPS for all the employees as per the requirements of the UAE Labour Law.
- ✚ Coordinate with all the projects in Dubai & ensure suppliers are delivered to the entire site on time.

- ✦ Implement employees attendance sheet & leave tracker list of all the employees.
- ✦ Prepare all necessary documents need for applying new visas, renewals & other immigration & labour issues, & DED for trade license.
- ✦ Monthly payments for the Utility bills, Credit Cards & other Bank issues.
- ✦ Keeping the track of Sub-contractors status as per project, release their payments & follow ups.
- ✦ Coordinate with the Managing Director & Foreman for regarding projects status.
- ✦ Keep record for the entire company vehicle; prepare for renewals, insurance, fines & etc.
- ✦ Maintain the cleanliness & harmonious environment of the office.

**As Accounts:**

**WORK EXPERIENCED (Philippines)**

**B.**

Position : **Secretary/Admin Asst.**  
 Duration : April 2006 – August 2009  
 Company : Department of Agrarian Reform (DAR)  
 Location : Libona, Bukidnon, Philippines  
 Job Description : As a Secretary/Admin Asst., I performed the following:

- ✦ Prepares inter-memos, correspondences, forms, and administrative paper works.
- ✦ Encodes data in DAR Database (Records of Land Owners, etc...)
- ✦ Responsible in preparing of documents to be signed by the Land Owners and Beneficiaries for Land Transfer.
- ✦ Gathering all files to be submitted to Agrarian Reform Program Tech. (ARPT), Senior Agrarian Reform Tech. (SART) for the approval of Municipal Agrarian Reform Officer (MARO).
- ✦ Prepares Minutes of Meeting between DAR & Land Owners and Beneficiaries for any Legal consultation.
- ✦ Prepares the Weekly and Monthly Reports for each Project under the Comprehensive Agrarian Reform Program (CARP).
- ✦ Monitors Incoming/Outgoing documents which have been passed to the Provincial Agrarian Reform Office for final verification.
- ✦ Receives incoming calls, fax, & correspondences.
- ✦ Organizing files and other works directed by my boss.

**B.**

Position : **On the Job Training (OJT)**  
 Duration : Sept. 2005 - March 2006  
 Company : Department of Agrarian Reform (DAR)  
 Location : Lapaz, Iloilo City, Philippines  
 Job Description : I performed the following:

- ✚ Data encoding
- ✚ Prepares all necessary documents needed by my boss.
- ✚ Follow-up the processing status of the Land Owners.
- ✚ Preparing & updating the records of all members of the Land Owners and Beneficiaries in all Municipalities in Iloilo City Province.
- ✚ Receiving incoming calls, fax, & correspondence.

**C.**

Position : **Service Crew/Cashier**  
 Duration : July 2005 - December 2005  
 Company : Jolibee - Winbest Food Corporation  
 Location : Jaro, Iloilo City, Philippines  
 Job Description : I performed the following:

- ✚ Taking care of the orders of the customers
- ✚ In charge in dealing with the customers and planning of the initiation of a party (birth day & etc.) in/outside our store premises.
- ✚ Gathered required materials to initiate the party successfully (i.e. mascot, foods, equipments, etc.)

**PERSONAL DATA**

Age : 38 yrs.  
 Date of Birth : Dec. 30, 1983  
 Gender : Female  
 Civil Status : Married  
 Height : 5'4"  
 Weight : 65 kg  
 Nationality : Filipino  
 Permanent Address : Duyanduyan, Santa Barbara, Iloilo City, 5002, Philippines  
 Skills : Microsoft Word, Excel, Power Point, & Internet

**EDUCATION**

**A.**

Education Level : Bachelors/College Degree  
 Education Field : Management  
 School/University : Iloilo Doctor's College  
 Location : West Avenue, Molo, Iloilo City Philippines  
 Date : June 2002 - March 2006

**B.**

Education Field : **Caregiver**  
 School/University : Belfa Caregiver Training Center  
 Location : Cooper Building, 17th Iznart St. Iloilo City, Philippines  
 Date : March 26 -May 05, 2007

**C.**

Education Field : Associate of Science & Health Education (ASHE)  
School/University : Central Philippine University (CPU)  
Location : Jaro, Iloilo City, Philippines  
Date : June 2001 - March 2002

**SECONDARY**

**D.**

Name of School : Santa Barbara National Comprehensive High School  
  
Location : Roosevelt St., Santa Barbara, Iloilo City, Philippines  
Date : June 1997 - March 2001

**ELEMENTARY**

**E.**

Name of School : Santa Barbara Central Elem. School  
Location : Roosevelt St., Santa Barbara, Iloilo City Philippines  
Date : June 1991 - March 1997

I hereby declare that the above written particulars are true to the best of my knowledge and belief.