

ARRA S. GATUZ

Business Development/Executive Assistant



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Plaridel, Bulacan

Work Experience

BUSINESS DEVELOPMENT OFFICER | September 2023 - Present

Makati Development Corporation

- Conducts research and analysis to identify new business opportunities and potential clients.
- Collaborates with the commercial group, human resource, and construction operations group to develop and provide bid submission proposals, and presentations.
- Provides reports on business development activities, status of business leads, and progress towards achieving net order book targets.
- Develop a deep understanding of our MDC's construction services and capabilities in order to match them to client needs.
- Handles the Executive Director's operations and business development calendar and activities.

EXECUTIVE ASSISTANT | August 2019-September 2023

Manila Water Company, Inc.

- Provides executive support in carrying the responsibility for security and confidentiality of files and information of the Director (filtering and monitoring letters and emails, document tracking).
- Manages complex calendar and organizes meetings of the Director and provides executive support during meetings and special events. Setting up virtual and in-person meeting relative to project management, including executive team meetings, c-level meetings, and contractors' management meetings. Taking minutes during Project Management Leadership Team meetings.
- Prepares and consolidates information for internal and external communication – roll-out, emails, presentations, reports. Provide coordination, monitoring, and communication of projects and programs, and directing appropriate resolutions concerning the group handled between Operations, Asset Management, Finance, Procurement, Human Resource, Information Technology, and, Enterprise Regulatory.
- Performs efficient handling, disbursement and liquidation of petty cash fund from the Office of the Group Director (OGD). Implements and handles policies and protocols on behalf of the group pertaining to calendar and budget management.
- Manages OGD's repositories and record keeping systems for storage, tracking and retrieval of information and materials. Consolidating reports needed by the Director.
- Handles logistical, equipment/supplies and procurement requirements of the OGD.
- Overall assigned to the group's engagement activities and operational budget expense.

ADMINISTRATIVE ASSISTANT | May 2018 - August 2019

Manila Water Philippine Ventures

- Provides over-all administrative support to New Business Development Team (NBD). Taking the lead on all things relating to office management. Performs document management using both physical and virtual storage for updating project folders and repository of project contracts.
- Manages detailed itinerary, requirements, and arrangements for domestic and international travel (e.g., travel documents, booking of flights, hotel and accommodation, transfers and other logistical details)
- Performs internal and inter-agency coordination and correspondences (e.g., drafting of standard letters, proofreading content from the different departments). Handles the department's disbursement and operational expense budget.
- Work cross-functionally internally on hosting the group's special events such as public consultation and ceremonial signing.

CORPORATE SALES ASSISTANT | August 2016 - April 2018

Abenson Ventures, Inc.

- Responds to inquiries made by potential corporate clients about company's products and services both for furniture and appliances and provides exceptional customer service.
- Identifies and communicates with new prospect leads and maintains the database for quotation of corporate clients. Managing and supervising on-hand stock from inquiry to purchase order, as well as coordinating with respective departments in categorical/brand requirements.
- Professionally provides corporate clients' statement of accounts until after sales concerns.

Education

MASTER'S IN BUSINESS ADMINISTRATION

La Consolacion University | 2019-2023

BACHELOR OF SCIENCE IN MANAGEMENT ECONOMICS

Bulacan State University | 2012-2016

Awards & Recognition

PRESIDENT'S PRIDE DUE TO PERFORMANCE

Manila Water Company, Inc. | 2021

DEAN'S LIST

Bulacan State University | 2014-2016