

FREDELIN F. DONALDO

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OBJECTIVE

To be in a company wherein I can enhance my skills, capabilities, personality and relationship to other person and contribute to the betterment of the company as well as to learn new knowledge for the growth of my career.

WORK EXPERIENCES:

Al Najah Al Motealk General Trading LLC

Al Barsha South, Dubai

October 2019 – Present

Position: Office Administrator/Coordinator

Job Description:

- Reporting to Executive & Deputy Manager
- Coordinating Medical Representative for new clients and customers.
- Responsible in issuing/preparing Invoice, Quotation & Sales Order.
- Responsible for Payables & Receivables
- Responsible for all HR related
- Handles Petty Cash
- Preparing Orders and arranging through courier
- Responsible for deliveries
- Responsible for stocks and inventory

Bond Trading Co. LLC

Sheikh Zayed Rd., Dubai, UAE

March 2013– July 2019

Position: Admin/Accounts Assistant

Job Description:

- Reporting to Finance and Administration Manager.
- Handling Petty cash for Finance and Admin Department.
- Responsible for ordering office supplies and Pantry requirements.
- Responsible in distribution for Driver's task.
- Process Visa and ticket for newly hired employees.
- Process Employment Visa and medical insurance for employees, renewals and changes.
- Assist employees in renewing visas for their immediate dependents.
- To renew and apply all company related licenses prior to their expiry date.
- Monitor and renew employee residence permits.
- Accountable in maintaining accurate records for all Employees in ERP system.
- To maintain database of all passports and residence visas by scanning all documents and directly updating the database when details change.
- Verify calculations and checking of project and employee expenses.
- Responsible in preparing cheques and Tax Invoices.
- Follow-up respective clients for account collection and details.(Sending copy of invoice and statement of accounts as needed).
- Collecting payments from clients
- Responsible in issuing of Receipts and deposit to bank.
- Responsible in preparing documents for Bank Facilities.
- Responsible for issuance of Enquiry, Quotation and Job No. for incoming project.
- Responsible on data entries and allocation of VAT using ERP and Focus Accounts System such as invoices for Rent a car, Air tickets, Eppco, Adnoc, Petty cash expenses.
- Processes payments and documents upon supplier request, employee reimbursements and all other expenses.
- Preparing bills and data entries for Etisalat and Du using ERP.

- Responsible in distribution of Laptop, Mobiles, Simcard to the newly hired employees.
- Responsible in preparing the deduction report for Telephone, Reimbursement, Traffic fines, Courier Charge, Medical charge for employees.
- In charge for the distribution of emails from company **INFO** account.
- Updating the List of Asset, preparing and submitting report monthly.

Bond Trading Co. LLC

Sheikh Zayed Rd., Dubai, UAE

December 2010 – February 2013

Position: HR & Admin Assistant

Job Description:

- Responsible in handling employee's attendance records.
- Responsible in preparing offer letters to the newly hired employees.
- Responsible in arranging the medical insurance and preparing basic needs such as laptop, simcard, mobile, uniform and gate pass.
- Responsible in updating the records including personnel files, passport & Visa Status.
- Responsible in coordinating with the PRO regarding visa and employment application.
- Responsible in monitoring Employees Sick and Annual leave.
- Responsible in checking and calculating the attendance and overtime for outsource labor supply.
- Responsible in requesting uniform for employee and labors.
- Responsible in initial screening and background checking for applicants and schedule interviews.
- Sending via fax, courier for all the important document in sites
- Responsible in making correspondence.
- Prepares the request for Business Cards, Company catalogue, brochures
- Assist in the office operations.
- Prepares letter of requests, Letter of Appointment and other documentation.
- Providing Employee no. and printing id's for the newly joined.
- Responsible in issuing assets such as laptops and keeps track of the inventory
- Responsible in issuance of all forms HR related concerns

Bond Trading Co. LLC

Sheikh Zayed Rd., Dubai, UAE

March 2008 – November 2010

Position: Receptionist/Reservation Officer

Job Description:

- Responsible in Receiving calls and transfer to the concern person and departments.
- Receiving mails and faxes forwarding to the employees.
- Monitors time in / out of employees on manual basis.
- Responsible in arranging and receiving and distribution of documents from courier.
- Responsible in making the schedule of appointments, reminders, calendars and coordinates appointment for the manager.
- Updating the list of employee contact details accordingly.
- Responsible in ordering office supplies.
- Responsible in arranging and coordination regarding office maintenance.
- Arranging travel bookings for Annual leave and Business trips.
- Responsible in coordinating on Hotel reservations for clients and meetings.
- Responsible in checking the availabilities on business travel dates requested by the managers.
- Responsible in coordinating the managers and employee request for their respective destination, airlines preference, travel dates.
- Responsible in Organizing& schedule meetings as manager's required.
- Arranging flights for the employees changing visa's
- Preparing LPO's for against travel agency.

Mokon International LLC

Dubai Investment Park, Dubai, UAE

December 2007 – March 2008

Position: Receptionist/Telemarketing

Job Description:

- Market products or services and prices, and answer questions from customers.
- Record names, addresses, purchases, and reactions of prospects contacted.
- Telephone or write letters to respond to correspondence from customers or to follow up initial sales contacts.
- Maintain records of contacts, accounts, and orders.
- Appointment Setting
- Phone Sales
- Schedule appointments for sales representatives to meet with prospective customers or for customers to attend sales presentations.
- Answers the telephone, gives information to callers, takes and relays messages
- Handles incoming and outgoing telephone calls.
- Encodes and prints correspondence, memos and reports.
- Receives incoming correspondences and reports.
- Recording and filing of relevant documents.
- Operates a computer with printer, fax machine, photocopy machine.
- Receiving mails, faxes then sending to the person concern.

Database Alliance Corporation

Manila, Philippines

September 2004 – October 2007

Position: Document Controller

Job Description:

- Responsible in filling the important documents and reports
- In charge for all incoming calls from clients
- Downloading projects from different sites
- Tagging the number of documents after downloading
- Segregating documents to its classification
- Responsible in analyzing the domain documents such as deed or mortgage
- Responsible for checking the works of data entries
- Monitors and submits project to the clients before deadline
- Supervise and ensures proper recording of all files
- Finalizing the documents then compile it to a database.

EDUCATIONAL BACKGROUND**Bachelor of Science in Computer Engineering**

University Of Baguio

Baguio City, Philippines

Year 2003

PERSONAL INFORMATION

Date of Birth : 27 August 1981
Citizenship : Filipino
Visa Status : Employment Visa
UAE Driving license : Valid until December 2023

I hereby certify to the correctness of the above written information to the best of my knowledge, skills and ability.

Fredelin G. Florendo

Applicant