

Kristine Abellanosa

Business Administration

Address: Ishbilia Compound, Riyadh KSA

Phone No. +966 59 8809611

Email address: abellanosa_k@yahoo.com



A dedicated and organized professional, with a strong commitment to supporting efficient office operations. With a keen attention to detail and excellent organizational skills, I aim to contribute my expertise in administrative tasks, document management, and communication to enhance productivity within the organization. I am eager to leverage my proficiency in office software and my ability to handle diverse responsibilities to ensure a smooth workflow and facilitate the achievement of company goals.

Skills

- Office management
- Communication skills in English
- Customer Service
- Confidentiality
- Attention to Detail
- Computer Proficiency

Work History

Secretary to Head of Senior & Safeguarding Officer

British International School Riyadh

Riyadh – September 2022 – up to date

- Serves as secretary to the Head of Senior;
- Assists in general administrative operations and responsibilities as assigned;
- Prepares and compiles reports, distributes and maintains mail and files, and maintains correspondence;
- Orders, processes, distributes and authorizes payment for office materials, instructional supplies and equipment; inputs data, and maintains school operating budget;
- Responsible for bookkeeping functions for senior school accounts;
- Scheduled teachers' meetings and parents' appointments for staff teams.
- Contact parents regarding behavioural matter of students
- Requests and processes new student records and exiting student records

Administration Assistant and Duke and Edinburgh Coordinator

British International School Riyadh

Riyadh – September 2016 – June 2022

- Produced letters and communication to parents and students
- Assist deputy heads of senior school with duties such as managing appointments, timetable minuting meetings, organising meetings and parents evening.
- Coordinates Child Safeguarding related communication to previously school attended of all newly admitted students.
- Coordinate with the Duke of Edinburgh International Award program leaders and students for completion of the program and assist on school trips.
- Supports the DofE team with the running that includes: Increasing students participation and completion of the program
- Coordinated and designed the school yearbook publication.
- Manages social media and take photographs during school events and for school marketing purposes.
- Booked airfare, hotel and ground transportation to coordinate office travel.

- Updated spreadsheets and databases to track, analyze and report on students performance and behaviour management data.
- Created detailed expense reports to facilitate reimbursement for school trips of Duke and Edinburgh. award
- Created presentations to internal and external audiences for information evenings.
- Recorded meeting minutes to provide historical account of actions, measure progress against strategic plan and drive accountability.

Events Manager

Al Nimr International Event Organiser

Muscat - January 2013 - December 2022

- Oversaw preparation and management of event budgets to deliver at or below projected costs.
- Managed administrative logistics of events planning, event booking and event promotions.
- Solicited feedback from clients to assess event success and uncover opportunities for improvement.
- Maintained and built comprehensive database of industry contacts, vendors and venues.
- Create Sponsorship package and source out sponsors for events

Cabin Crew

Emirates Airline

Dubai - November 2007 - December 2012

- Ensured safety and comfort of customers onboard aircraft.
- Verified aircraft and passenger compliance with policies, regulations and safety guidance.
- Answered passenger questions and provided solutions to issues arising during flights.
- Engaged professionally with passengers to improve satisfaction and exceed expectations throughout flight.
- Served beverages and food items from refreshment carts and provided information about in-flight offerings to passengers.
- Resolved passenger conflicts and medical emergencies during flights.
- Facilitated boarding process by greeting passengers upon arrival to aircraft and providing direction to seats.

Marketing and Administration Assistant

GISTEC

Sharjah - March 2005 - October 2007

- Produced letters and memoranda to inform stakeholders of business decisions.
- Executed record filing system to improve document organization and management.
- Provide executive assistance to Managing Director in preparing schedules, appointments, reminders and minutes of meeting
- Booked airfare, hotel and ground transportation to coordinate office travel.
- Assist in creating marketing materials and distribution

Retail Supervisor

Robinsons Department Store

Cavite - April 2004 - December 2005

- Oversaw continuous floor maintenance and recovery efforts, keeping displays and shelves customer-ready and professionally presented.
- Engaged associates in daily operations through open communication and upbeat team meetings.
- Coordinated merchandising displays, signage and sales enablement.
- Kept merchandise fresh by monitoring use of proper stock rotation procedures and setting up promotions to move out aging products.
- Scheduled workers and delegated assignments to effectively meet expected customer and business demands.

Education

Bachelor of Science in Business Administration- Major in Entrepreneurial Management

De La Salle University- Dasmarias 1999-2004 Cavite, Philippines

Personal Data

Birthdate: June 17, 1982 Nationality: Filipino Civil Status: Married