

Mary Ann Enteria

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PROFESSIONAL SUMMARY

Versatile professional with experience in both administrative support and catering management roles. Known for my ability to coordinate events seamlessly and provide attentive customer service. Skilled in office organization and communication, I thrive in environments where attention to detail and a friendly demeanor are valued. Seeking opportunities to apply my diverse skill set and contribute positively to a team-focused workplace.

WORK EXPERIENCE

Administrative Assistant

Dec 2022 - Present

La Nena Trading Co LLC • Dubai, United Arab Emirates

- Reply to email, telephone, or face-to-face inquiries.
- Produce and distribute correspondence memos, letters, and forms.
- Assist in the preparation of regularly scheduled reports.
- Develop and maintain a filing system.
- Ensure equipment operation by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; and evaluating new equipment and techniques.
- Maintained supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; and verifying receipt of supplies.

Junior Catering Executive

Dec 2018 - Dec 2022

Appetite Catering Services LLC • Dubai, United Arab Emirates

- Motivate staff to improve general job performance and returns generated.
- Interact with customers to identify their requirements and assist in meeting their needs.
- Help resolve arising client complaints or staff issues to ensure a calm work environment and a satisfied customer base.
- Plan, prepare, and manage financial budgets to meet set targets.
- Maintain accurate records of financial accounts, transactions, and other relevant administrative information.
- Designate and manage staff job territory and work shifts according to respective employees' history and potential.
- Supervise staff operations to ensure compliance with set standards of quality and service.

EDUCATION

Bachelors of Science in Entrepreneurship

Jun 2013 - Apr 2017

St. Joseph College Inc., Olongapo City • Olongapo City, Philippines

SKILLS

- Proficient in office productivity software such as Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Exceptional organizational skills with a keen attention to detail.
- Strong time management abilities, adept at prioritizing tasks and meeting deadlines.
- Excellent written and verbal communication skills, including professional correspondence and phone etiquette.
- Experienced in coordinating meetings, managing calendars, and making travel arrangements.
- Skilled in maintaining confidential information and handling sensitive documents with discretion.
- Knowledgeable in office management procedures and best practices, including record-keeping and file management.
- Ability to work independently and collaboratively in a fast-paced environment.
- Proactive problem-solving skills, capable of identifying and resolving issues efficiently.
- Customer service-oriented mindset, with a focus on providing support and assistance to colleagues and clients.
- Familiarity with basic accounting principles and invoice processing.
- Adaptability and flexibility to adjust to changing priorities and responsibilities.
- Experience with database management and data entry tasks.
- Strong interpersonal skills, able to interact professionally with individuals at all levels of the organization.
- Proficient in event planning and catering management software such as CaterEase.
- Creative problem-solving abilities, capable of adapting to last-minute changes and unforeseen challenges.
- Experienced in menu planning, vendor coordination, and contract negotiation.
- Knowledgeable about food safety regulations and catering industry best practices.
- Ability to work independently and collaboratively within a team to ensure successful event execution.
- Proficient in budget management and cost analysis, with a focus on maximizing profitability while maintaining quality standards.
- Strong leadership skills, capable of supervising and motivating catering staff to deliver outstanding results.