

NERIDY TANYAG

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SUMMARY

Dedicated and hard-working Executive Secretary with 14 years of experience. Proficient in organizing the day-to-day calendar and activities of the superiors I work with, maintaining confidential information and files and operating to achieve the smooth operations of the executive office.

SKILLS

- PC, Microsoft Office, Outlook, and Internet
- Booking Travel
- Conference Planning
- Travel Arrangement
- Meeting Planning
- Videoconference Preparation
- Appointment Setting
- Document Handling
- Documentation And Reporting
- Document Proofreading
- Managing Office Supply Inventory
- Office Supply Management
- Inbound Phone Call Handling
- Telephone Reception
- Communication Skills
- Filing And Data Archiving
- Mail Handling
- File Organization
- Digital Archiving
- File System Management
- Package Delivery
- Office Oversight
- Operational Oversight
- Board Relations
- Verbal And Written Communication
- Travel Coordination
- Master Calendar Management
- Schedule Coordination
- Schedule And Calendar Management
- Operations
- Document Scanning
- Document Processing
- Financial Tracking
- Report Preparation
- Data Entry
- Team Development
- Interpersonal Skills
- Operational Leadership
- Staff Training
- Documentation And Control
- Travel Planning
- Executive Support

EXPERIENCE

07/2019 - Current

Executive Secretary

Alzayani Investments - Diplomatic Area, Kingdom of Bahrain

- Provide high-level of administrative support to the Directors and other family member such as research, preparing month-end reports, performing clerical functions such as preparing correspondence, receiving of visitors, arranging conference calls, and scheduling meetings.
- Handles the daily calendar of the Directors and other family members.
- Provide high-level support on travel bookings, hotel accommodation and transportation for the Directors, Managers and family members during travels.
- Responsible for the travel visa application to different countries of the Directors and family members
- Coordinates with household staff for instructions or errands for the Directors and family members

- Maintains and tracks records of payments and expenses of the Directors and family members.
- Prepares minutes of meeting
- Responsible for the electronic and physical filing of documents
- Responsible for pantry and office supply monitoring and ordering
- Handles incoming calls and take messages if necessary.

02/2016 - 04/2017

Security Manager

American International Contractors Inc. (AICI) - Juffair, Kingdom of Bahrain

- Serve as the principal advisor to the Project Manager on all information with regards to the US Naval base security matter
- Maintain cognizance of all activity security functions and provide guidance, direction, coordination, and oversight to designated security guards.
- Implementation of and compliance with information security requirements
- Maintain liaison with US Naval Security Officials and operations security to ensure information intended for public release receives required security reviews.
- Coordinate with other US base activity officials regarding security measures.
- Coordinate with information systems security personnel as required for effective management, use, and oversight of classified information in electronic form.
- Coordinate, when necessary, with the proper authorities in response to security threats and incidents
- Maintain liaison with the special security officer, as appropriate, on issues of common concern.
- Maintains and tracks the application of gate pass and access list for all employees working at site.
- Handles the security manpower of the company.

12/2013 - 01/2016

Project Secretary/Document Controller

Kooheji Contractors - Tubli, Kingdom of Bahrain

- Handles the daily calendar, meeting, and conference call schedule, booking of flights and minutes of meeting on a daily and weekly basis.
- Responsible for the request and issue of gate pass, material pass and vehicle pass
- Responsible for dissemination and implementation of Navy Security Entry Procedures to site
- Responsible for the application and coordination to U.S
- Army Corps of Engineer and Customs Office at NSA 1 for customs duty exemption of the materials for BEQ Project
- Gives assistance for all the site engineer administrative works.
- Handles the document control and filing system (incoming and outgoing documents), such as the submittals, inspection request, drawings, letters, etc.
- Responsible for communication via email and sending of correspondences and memos to the consultant (U.S Army Corps of Engineer), subcontractors, and suppliers.
- Responsible for monitoring the office and pantry supplies and coordinating with suppliers with regards to other site office needs
- Monitoring of invoices

- Meet and assist visitors.
- Responsible for the daily reminders of schedule, important things to be signed, reviewed, and approved by the Project Manager, Contracts Managers and Chief Operating Officer
- Perform a variety of clerical and administrative duties related to the work of the organization.
- Organize and monitor day-to-day administrative activities.

06/2011 - 10/2013

Executive Secretary/Document Controller

Almoayed Holdings - Diplomatic Area, Kingdom of Bahrain

- Responsible for document control, physical and electronic filing
- Coordinates and assists lawyers by providing documents needed, sending updates to the client, and accomplishing requested tasks as soon as possible.
- Responsible for organizing flights, meetings, and personal errands for the Chairman/Owner of the company and including all personal errands for the wife and the household.
- Assists on the daily calendar of the Chairman.
- Acts as support on the Senior P/A of the Chairman of the company
- Coordination on the overall daily activities of the office such formation of company, litigation, and other legal services for clients
- Responsible for answering phone calls and overall function of the reception area.
- Responsible for providing needs and assistance for all departments such as HR, accounts, and administration.
- Perform a variety of clerical and administrative duties beneficial to the company.
- Organize and monitor day-to-day administrative activities.

01/2008 - 05/2011

Executive Secretary

Buchen Abulaal Oil and Gas Specialist - Sitra, Kingdom of Bahrain

- Prepare, key in, edit and proofread correspondences, invoices, presentations, brochures, publications, reports and related material from shorthand, machine dictation and handwritten copy using computers.
- Open and distribute incoming regular and electronic mail and other material and co-ordinate the flow of information internally and with other departments and organizations.
- Schedule and confirm appointments and meetings of employer.
- Answer telephone and electronic enquiries and relay telephone calls and messages.
- Set up and maintain manual and computerized information filing systems.
- Determine and establish office procedures.
- Greet visitors, ascertain nature of business and direct visitors to employer or appropriate person.
- Record and prepare minutes of meetings.
- Arrange travel schedules and make reservations.
- Manage the daily calendar of the CEO.
- Compile data, statistics and other information and may conduct research.

- Organize conferences.
- Supervise and train other staff in procedures and in the use of current software.
- Reporting directly to President and CEO of the company.

07/2005 - 12/2007

Shift-In-Charge

Jawad Business Group – Costa Coffee - Manama, Kingdom of Bahrain

- Handles overall operation during shifts which includes providing good customer service, good quality of product and deployment of staff.
- Provides information and training to staff.
- Responsible in the monitoring of inventory, pastry, and stock ordering
- Support the Store manager.

07/2000 - 07/2003

Cashier/Service Crew

Mcdonalds Kuwait

- Handled the receiving of payment and order taking of customers.
- Responsible in the maintenance of the cleanliness of the restaurant
- Front liner for inquiries and complaints
- Handles the preparation of the sandwiches.
- Responsible for the safety of the cash sales on shift
- Helps in the new promotions of the store.

03/2002 - 03/2003

HR Supervisor

Valley Sports Corp. - Manila, Philippines

04/2000 - 06/2002

Center Supervisor

Valley Sports Corp. - Manila, Philippines

EDUCATION AND TRAINING

01/1998

AB Mass Communication

St. Scholastica’s College - Manila, Philippines

REFERENCES

Available upon request.