



VEMBERLAINE C. DACILLO

WORK EXPERIENCE

EXECUTIVE SECRETARY/RECEPTIONIST

Dolphin Building Contracting, Sharjah, U.A.E
December 2020 - Present

- Assist in preparation of Bill of Quantities.
- Preparing Local Purchase Order and following up with the suppliers.
- Preparing Monthly Interim Payment Certificate based on the percentage of work completed at site.
- Preparing Inspection Requests and Submittals to be submitted to Consultant for approval.
- Receiving Invoices and preparing Sub-contractors certified Payment Certificate according to the percentage of work completed at site.
- Preparing material requisition according to site requirements.
- Sending Drawings and Specification to Sub-contractors for Tender.
- Keep records of receipts, Tax Invoices, site bills and expenses.
- Receiving and sorting daily mails, preparing and disseminating correspondences, memos and forms.
- Answering incoming calls, taking messages, and re-directing as required.
- Serves visitors by greeting, welcoming, and directing them appropriately.
- Informs visitors at the front desk by answering or referring inquiries.

SECRETARY/RECEPTIONIST

Golden Dream Engineering Consultancy, Dubai, U.A.E
August 2018 – November 2020

- Prepares Interim Payment Certificate.
- Receiving Invoices from Main Contractors & Sub-contractors for certification.
- Sending itemized Bill of Quantities, Drawings, and Specification to Main Contractors for Tender.
- Receives Tender from Main Contractors and preparing a summary report for client perusal.
- Keep records of receipts and Invoices
- Prepares monthly salary.
- Responsible for Trade License Renewal.
- Responsible for Employee's labor application, General Manager's family Medical and Visa application.
- Communicate with clients, contractors/ subcontractors, supplier and others to answer inquiries, and explain information in a well-mannered way.
- Answering incoming calls, taking messages, and re-directing as required. Receiving and sorting daily mails.
- Preparation of General Manager's itinerary and remind him for any travels.
- Handling employees' complaints and grievance.

ON-THE-JOB TRAINING

Legazpi Savings Bank Incorporated, Philippines
June 2017 - August 2017

- Filling and controlling of accounts documents including cheques.
- Opening account file for new clients as well as closing of accounts.
- Assist client and help them with their inquiries.
- Processing and releasing of new ATM cards.

ABOUT ME:

Motivated and dedicated with 4 years' experience as a Secretary/Receptionist in a Building Construction Industry. Efficient in performing the administrative front-desk tasks.

CONTACT:

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PERSONAL DETAILS:

D.O.B: 19/11/1997
Nationality: Filipino
Civil Status: Single

EDUCATION:

Bachelor's Degree in
Management & Accountancy
Divine Word College of
Legazpi, Philippines
(2014-2018)

SKILLS:

- Professionalism
- Efficient
- Adaptability
- Attention to detail
- Time Management
- Work Ethic
- Proficient in Microsoft Office

LANGUAGES:

English
Filipino