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PROFILE:

- ✦ Competent, responsible and productive individual with strong interpersonal communication and training skills archived through more than **10 years** of excellent and dedicated service for demanding establishment within customer here in UAE
- ✦ Demonstrate ability to interact with customers from various cultures and backgrounds, Natural ability to work on own initiative or as part of a team.

Skills and Qualifications:

- ✦ Telephone Skills, Verbal Communication, Microsoft Office Skills, Professionalism, Organization Skills, Handles Pressure, Phone Skills, Supply Management, Technical Skills, Multi-Tasking Skills, and Familiarity with day to day flows on office.

Work Experience:

M/s. Ali Mousa & Sons Holding-Metal Industries (Steel Fabrication)

✦ Administrative Secretary of General Manager (June 22, 2019-Till Date)



Essential Functions:

- ✦ Provide secretarial support to GM office – Correspondences & reports as required.
- ✦ Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages etc.)
- ✦ Prepare & monitor of outgoing invoices as per site condition, as per payment terms and follow up the status of payments.
- ✦ Coordinate at site for the materials & documentation required, follow up material delivery.
- ✦ Making follow up with different department, any pending documents as requested by GM.
- ✦ Handle Sensitive information in a confidential manner.
- ✦ Maintain Computer & Manual Filing Systems.
- ✦ Record / obtain meeting points and follow up on their implementation according to the time frame with the work team.
- ✦ Updating the Major Concerned and its status to GM.
- ✦ Implementing new procedures & administrative systems and improving the existing ones.
- ✦ Organizes work by reading and routing correspondence; collecting information; and initiating telecommunications.

M/s. Arabian Engineer F.Z.E (Steel Fabrication & Construction)-

✚ Administrative Assistant (December 09, 2017- May 31, 2019)



Essential Functions:

- ✚ Copy, scan and store documents.
- ✚ Check for accuracy and edit files, like contracts.
- ✚ Review and update technical documents (e.g. manuals and workflows).
- ✚ Resolve Administrative Problems.
- ✚ Preparing Quotations, RFQ, LPO, Invoice and Contracts.
- ✚ Answering Calls, Respond on email query.
- ✚ Locate vendors of materials, equipment or supplies, and interview them in order to determine product availability and terms of sales.
- ✚ Prepare and process requisitions and purchase orders for supplies and equipment.
- ✚ Direct and coordinate activities of personnel engaged in buying, selling, and distributing materials, equipment, machinery, and supplies.
- ✚ Researching new vendors, tracking deliveries and updating order records (e.g. dates, invoices and discounts).
- ✚ Coordinate repairs to office equipment's.
- ✚ Evaluate offers from vendors and negotiate better prices.

M/s. Al Madar Metal Construction. Factory L.L.C (Steel Fabrication & Sandwich Panel)

✚ HR OFFICER (May 22, 2017-December 02, 2017)



Essential Functions:

- ✚ Preparing Payroll thru WPS.
- ✚ Recruiting, training and developing staff
- ✚ Making sure that staff get paid correctly and on time
- ✚ Maintain employee records both in soft and hard copy
- ✚ Looking after the health, safety and welfare of all employees
- ✚ Preparation of offer letter, memos and other reports for internal and external distribution.
- ✚ Monitoring staff performance and attendance
- ✚ Advising line managers and other employees on employment law and the employer's own employment policies and procedures

- ✚ Ensuring candidates have the right to work at the organization.
 - ✚ Negotiating salaries, contracts, working conditions or redundancy packages with staff and representatives.
 - ✚ Coordinating with Manpower supply.
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M/s. Best Choice FZE (Steel Fabrication & Construction)

✚ **Receptionist Cum Secretary (November 01,2014-May 20, 2017)**



Essential Functions:

- ✚ Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
 - ✚ Tidy and maintain the reception area clean.
 - ✚ Directs visitors by maintaining employee and department directories; giving instructions.
 - ✚ Take and Relay Messages.
 - ✚ Maintain Security by following procedures and controlling access Monitor Logbook
 - ✚ Sending LPO's, Request for quotation, and other files via Fax and Email.
 - ✚ Scanning and Photocopy files.
 - ✚ Preparing Custom Papers as well as entry and exit Letters.
 - ✚ Preparing LPO for monthly requisition of stationaries.
 - ✚ Delivery Coordinator.
 - ✚ Document Controller.
 - ✚ Making Summary Reports.
 - ✚ Helping the Purchase Department.
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M/s. Abeer Al Bahreen Perfumes Trading L.L.C

✚ **Secretary (September 04 2012-October 30 2014)**

Essential Functions:

- ✚ Help the MD for the day to day activity like meeting, warehouse visiting and product purchasing.
 - ✚ Process and arrange documents for the renewal of warehouse tenancy.
 - ✚ Go for designated government facility regarding our warehouse's if any problem.
 - ✚ Prepare letters & notices for the tenant.
 - ✚ Making monthly reports regarding to the warehouses.
 - ✚ Prepare expenses report for monthly inventory.
 - ✚ Handle all incoming correspondence, set up and maintain them in filing system.
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