



JUVILLE ARAGON VASQUEZ



AL NAHDA 1, DUBAI BOUNDARY, UAE



+971 56 5021647  juville0208@yahoo.com

VISA STATUS: HUSBAND VISA

JOB APPLICATION:

SECRETARY / ADMIN / HR Assistant
/ RECEPTIONIST









CAREER OBJECTIVE

To build a long-term career in my profession with the opportunities for career growth, Organized, easily adopt, able to learn things and a good listener and can work well under pressure. Dedicated, reliable, honest, hardworking and flexible in all types of work.

SKILLS

- ✓ Strong organization, coordination and communications skills.
- ✓ Have the ability to communicate clearly and concisely
- ✓ Applied the right behavior and conduct in dealing with different types of people.
- ✓ Ability in working with precise time management thru accurate steps.
- ✓ Highly motivated and can easily adapt and adjust to different situations.

PERSONAL INFORMATION

-  36 years old
-  October 16, 1985
-  Married
-  Filipino
-  5 ft. 3 inch
-  Catholic
-  Tagalog and English
-  Skills: Computer Literate, Outlook, Basic Power Point, Excel and MS Word.



WORKING EXPERIENCE

OFFICE SECRETARY

Al Adly Legal Consultancy

Business Bay, Dubai, UAE

October 3 to December 30, 2021 (3 Months – Temporary)



- Manage the calendar of the lawyer and coordinate / plan their appointments and meetings.
- Received and disbursed all incoming mails
- Acted as liaison between clients and the attorney.
- Composed and revised legal documents, including letters, depositions, and documents.
- Proof documents and submit to attorneys for review.
- Drafted and typed grammatically correct the office memos.
- Updating the client's case and follow ups.
- Coordinate and schedule meetings and telephone conferences to the client and lawyers.
- Created the website, company profile and LinkedIn page.
- Processed and distributed invoices to bill clients.
- Created and tracked all expenses from the clients.
- Electronically file the case documents.
- Manage the cleanliness of the office/firm.
- Photocopied all correspondence documents and other printed materials.
- Oversee the cleanliness of the entire offices through the Housekeeping Staff.

SECRETARY

Abdulla Al Awadi Advocates & Legal Consultants

Business Bay, Dubai, UAE

June 16, 2019 to April 30, 2020 (10 months)



- Manage the calendar of Partners/Lawyers and coordinate / plan their appointments and meetings.
- Handle Telephonic inquiries in a professional and polite manner, take down and relay the messages to the appropriate stakeholder.
- Undertake ongoing administrative duties, such as photocopying, legal translation follow-up.
- Responsible for ordering, delivering, managing and distributing the office supplies and maintaining.
- Monitoring the work of Front Desk and Housekeeping staff. Responsible for ensuring that the Clients/Guest welcome and assist them.
- Oversee the cleanliness of the entire offices through the Housekeeping Staff.
- Responsible for renewal reminders for all office service-related contracts and share calendars with Finance for renewal on a timely basis.
- Handle the calendar and tasks of the PRO.
- Support Marketing & HR Activities

EDUCATIONAL BACKGROUND

Associate Computer Secretarial

City of Malabon, University
Philippines
Year 2003 - 2004

PASSPOR DETAILS

Passport No: P3627355A
Date of Issue: 10 July 2017
Date of Expiry: 09 July 2022

Administration Assistant /Receptionist Anglo Arabian Healthcare Services Freezone

Dubai Healthcare City, Dubai, UAE

April 6, 2017 to June 2019 (2 years and 2 months)



- Telephone & Front Desk Receptionist.
- Oversee and administer the day-to-day activities of the office.
- Greeted Visitors and determined to whom and when they could speak with specific individuals.
- Demonstrate proficiency in telephone and front-desk reception with a high-volume environment.
- Schedule and coordinate meetings and appointments.
- Purchase and maintain pantry and office supply inventories.
- Recorded, transcribed and distributed minutes of the meeting schedule.
- Handling Company Petty Cash and Records the expenses.
- Performs other administrative functions, including preparation of invoices, quotations, inquiries, LPO's and business letters.
- Microsoft – Outlook, MS Word, Excel and Basic PowerPoint

Secretary Receptionist and Admin Assistant Samir Odeh Group Trading LLC

Al Garhoud, Dubai, UAE

May 2008 up to January 2017 (9 years)



- Responsible in Handling and routing phone calls from customers and politely transferring them to the designated party.
- Entertains and assist the visitors and contact the respective employee related to the visit.
- Effectively and efficiently, assist the sales department in all Inquiries, Quotation, Invoices, LPO's and Logistics Aramex, DHL, UPS for courier.
- Making Gate Pass, Invoices and Delivery Notes.
- Preparing daily attendance.
- Diarizes meeting schedules.
- Internal/Outgoing E-mails, Faxes, Letters and other correspondence register and maintain confidential records and files in an orderly manner.
- Operate office equipment's such as fax machines, scanner printer and photocopier.
- Responsible with inventories for pantry and office supplies.
- Comply with other related duties and responsibilities that may be needed for daily transactions of the business

Secretary of Attorney Garcia and Mariano Law Firm

Escolta, Manila, Philippines

February 14, 2006 to April 30, 2008 (2 years and 2 months)

- Preparing Notary Letter and send to the municipality.
- Maintain schedule appointments and meetings with the lawyers.
- Making memorandum letters, deed of sale letter and send the files to post office
- Handle incoming and outgoing phone calls.
- Handle phone calls, scanning, send telefax and assist with the lawyers.
- Handling incoming and outgoing phone calls.

I hereby certify that all information given are true and correct to the best of my knowledge and belief.