

Kate Retig



Objective:

Committed to helping companies achieve their goals by ensuring the highest standards of employee management, document control, and customer satisfaction. Seeking a challenging role where I can apply my expertise to drive operational excellence and contribute to the company's success.

Work Experience :

Administration Officer and Payroll Assistant (November 2013 – Present)

Name & Address of Company: Al Wegdaniyah Transport Solutions, Dubai, U.A.E.

Duties and Responsibilities;

- Oversee and maintain the Human Resources Information System.
- Maintain filing system for all important documents.
- Ensure that all company documents and contracts are securely and correctly filed.
- Gather, maintain, and update organizational records, both electronic and physical files, including employee records and various documents.
- Maintain records of staff attendance, including absences, leaves, and vacations.
- Prepare and file necessary documents, forms, and reports, including special permissions, request letters, Prepare and distribute offer letters and employment contracts for new hires.
- Assist in the recruitment process by posting job openings, screening resumes, and scheduling interviews.
- Schedule and coordinate employee orientation and onboarding processes.
- Responsible for RTA Online Transactions.
- Monitor daily usage of company vehicles and prepare the vehicle Salik Report monthly, based on client requests or projects. update all vehicle details for the Group of Companies and Prepare the Vehicle Fleet Report on a monthly basis.
- Renew RTA CARD permits for drivers.
- Create refresher training schedules and prepare documents for drivers.
- Schedule and prepare documents for induction training for drivers.
- Renew all vehicle registrations (Mulkiya) that are soon to expire.
- Handle insurance policies for the company fleet.
- Handle and check vehicle traffic fines for drivers and clients and vehicle registration renewals, updating records in Excel and in the company portal monthly.
- Review vehicle contract agreements and make necessary updates. Electronically manage and update car fleet information in the RTA TARS System.
- Prepare documents for cars that have been sold and handle vehicle transfers.
- Prepare request mortgage releases for sold cars.
- Assist the Accounts Section with the employee payroll-related matters.
- Process and manage employee payroll accurately and on time.
- Verify working hours, approve timesheets, attendance records, and overtime hours. Track employee absences.
- Address employee inquiries and concerns related to payroll.
- Prepare and generate employee payslips electronically.

Mobile no:

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Email Address:

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Address: Deira Dubai. U.A.E.

Personal Data:

Date of Birth: 27-July-1987

Age: 36 years old

Nationality: Philippines

Visa Status: Employment

Visa Expiry: June 2024

Education:

Bachelor of Science in

Information Technology

Loc : Saint Columban College

Olongapo City. Philippines

Graduated: March 2008

Sales and Office Clerk (August 2012 - August 2013)

Name & Address Of Company: Manlapat Boutique , Olongapo, Philippines

Duties and Responsibilities;

- Assist customers based on their determined type of material and garment style desired.
- Record customer measurements, to use in preparing patterns in making garments.
- Updates inventory system.
- Do banking transactions.
- Delivered finished products to the customers.

Production Operator (September 2008 - March 2012)

Name & Address of Company: Sanyo Denki Philippines, Inc. Subic Bay Metropolitan Authority, Philippines

Duties and Responsibilities;

- Prepare materials and tools needed for mass production.
- Check incoming products before and after operation based on their product specification.
- Check/reports of daily quantities of product produced, materials used, and number of scrap and defective products.

Data Encoder (Internship) - May 2007 - July 2007

Name & Address OF Company: FedEx , Subic Bay Metropolitan Authority, Philippines

Duties and Responsibilities;

- Checking the status of the on-hold air way bill (AWB) that present in the billing system and spot request are sorted by Country and segregate those still not on-hold.
- Log the daily request in the pre-rate log form.

Skills and Interest :

Employee Data Management, Microsoft Office, Human Resources Management System, Fleet Management, Ability to handle and manage multiple tasks simultaneously, Interpersonal Skills, can work calm under pressure.

Have interest in Outdoor Activities such as planting and gardening.

Have interest in exploring new trends of interior design and home décor.

Character Reference: Upon Request

I hereby certify that the above information is true and correct to the best of my knowledge and beliefs.

Kate P. Retig

Signature