

# Gabrielle Abbey R. Oblea

Airport Road, Abu Dhabi, U.A.E.

+ 97156 733 5942

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## CAREER OBJECTIVE:

Aspiring to work for a reputable organization where I can practice and share my gained experience, acquired knowledge and skills for the benefit of the company and to further upgrade it, which would help me in my career and individual growth.



## Work Experience

06/2018 – 04/2022

### EXECUTIVE SECRETARY

Sarieddine Trading Est., Abu Dhabi, U.A.E.

- Provides administrative support to all departments especially the executive level with close coordination with Accounts department.
- Letter of Credit
  - ✓ Prepares and organize all deliverables for (Letter of Credit) against requirements specified in the Irrevocable Documentary Credit.
  - ✓ Monitors the validity of L/C files, informs the client to amend the L/C if it is expired.
  - ✓ Updates the system with any amendment made on the L/C and ensures that it will be applied in the following documents prepared in the future.
  - ✓ Drafts and proofreads L/C Documents (Commercial Invoice, Delivery Note, etc.).
- Manage and maintains the CEO's and company's email.
- Responsible in submitting documents or correspondence to the CEO needed for review.
- Prepares for the request for any amendment on the contract as per the CEO's instruction.
- Prepares and proofreads correspondence internally (Memos and Reminders) and externally (Letters, Proforma Invoice and other types of correspondences) as well as sending correspondence through e-mail or fax.
- Maintains the filing system and is responsible for filing the documents (hardcopy and softcopy) as well as the retrieval of documents.
- Distribution of documents, mails, & e-mails to the concerned person.
- Assists the project department in organization and preparation of documents for submission such as offers, pre-qualification and submittal.
- Support the recruitment hiring process by shortlisting, create job postings, schedule meetings, and perform initial interviews for shortlisted applicants
- In charge of employment letters, notices, NOC and other communication.
- Organize and maintain personnel records.

## Personal Data

Date of Birth :August 28, 1996  
 Nationality :Filipino  
 Place of Birth :Abu Dhabi, U.A.E.  
 Language :English& Tagalog  
 Civil Status :Single  
 Religion :Christian  
 Visa Status :Father's Visa

## Skills and Qualifications

- Knowledgeable in MS Office Programs
- Proven written and verbal communication skills in English and Tagalog
- Highly organized and the ability to multi-task
- Adaptable, positive, and patient who is open to new ideas
- Typing: speed of 50 wpm

## Personal Competencies

- Ability to work in a fast – paced environment to set deadlines.
- Keeps excellent inter-personal relations with colleagues and ready to help them.
- Knows how to manage time on a daily basis in an effective manner.

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## Work Experience

01/2018 – 04/2018

### SECRETARY

Gulf Laboratory for Soil Investigation, Abu Dhabi, U.A.E.

- Preparing local purchase order and correspondence.
- Provides research works for other departments such as finding location maps, contact details, other information of companies and other information that they might require.
- Ensures all files are well maintained, updated, monitored and systematized.
- Keeping all matters confidential (e.g. Staff file, corporate file and financial file)
- Collecting and checking of application documents.
- Organize and tracks office supplies.

08/2016 – 02/2017

### ADMIN ASSISTANT

First Optitrade Inc., Quezon City, Philippines

- Attending telephone calls and provides answers to routine inquiries and/or refers them to other personnel.
- Create and modify documents using company formats and forms.
- Receive and register all incoming documents, letters and faxes.
- Provides administrative/clerical support to the different departments of the company.
- Greets and receives guests and clients.

## Pre- Professional Experience

11/2015 – 02/2016

- Research up to date news and articles
- Writes news reports and articles
- Broadcasts news on air
- Performs administrative and clerical duties e.g., encoding, updating records, keeping track of the program's time slot and assisting calls from different regional reporters

## Educational Background

### TERTIARY:

#### BACHELOR OF ARTS IN MASS COMMUNICATION – MAJOR IN BROADCAST

Centro Escolar University

Manila, Philippines

June 2012 – April 2016

### SECONDARY & PRIMARY:

#### 21<sup>ST</sup> Century Private Academy

Abu Dhabi, U.A.E.

September 2010 – May 2012

#### Pisco Private School

Abu Dhabi, U.A.E.

August 2000 – May 2010

## Character Reference

To be provided upon request.