



KIMBERLY NATAL



+971-561-318-622



natakimmy18@gmail.com

EDUCATION

Bachelor in Elementary Education
Major in General Education

University of San Agustin
Iloilo, Philippines

- *Professional Teachers Examination*
Licensed Teacher. No.1320969
August 17,2014

PERSONAL INFORMATION

Date of Birth: September 18, 1992

Age: 31 years Old

Height: 5'6

Nationality: Filipino

Civil Status: Married

Visa Status: Husband Visa

Notice Period: Immediately

LANGUAGE

- English
- Tagalog

PROFILE

To pursue a career that can enhance and level up the knowledge and skills I acquired from my work experiences and to make positive contribution to the organization.

WORK EXPERIENCE

Emirates Aviation Supply Centre

Procurement Officer

September 2022-July 2024

- Receiving RFQ from End User and quoting through SAP system
- Getting competitive quotes from suppliers
- Review received quotes and ensure they are according to requirements
- Create comparison sheets for management review and approval
- Processing purchase orders using SAP system
- Ensuring that all purchase orders are match with End User requirements
- Follow-ups deliveries and discrepancies with suppliers
- Filing and documentation of purchase related documents.

FONEHUB ELECTRONICS LLC

Administrative cum Online Sale Executive

July 2020 - August 2022

- Handling marketing campaigns including email, digital, and social media (Instagram & Facebook) .
- Editing product photos and website banner in Adobe photoshop
- Responsible of receiving inquiry thru phone calls and emails
- Receive and Process Daily Orders from clients thru Shopify
- Schedule a pick up for orders thru courier (FedEx, UPS, Aramex)
- Submit monthly Sales report
- Monthly Inventory of products



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SKILLS

- Knowledgeable on **Microsoft Office** (Outlook, Word, Excel, PowerPoint) & **SAP system**
- Highly adaptable, positive, resilient, patient risk-taker who is open to new ideas.
- Good communication and interpersonal skills capable of maintaining strong relationships.
- Strong organizational and multi-tasking skills.
- Excellent analytical and problem solving abilities.
- Stress and time Management Ability

WORK EXPERIENCE

HOT HOUSE YOGA FITNESS AND CLUB LLC

Administrative Cum Receptionist

January 2019 - May 2020

- Greet and welcome guests as soon as they arrive at the studio.
- Provide basic and accurate information in-person and via phone/email.
- Ensure reception area is tidy and presentable with all necessary stationery.
- Receive, sort and distribute daily mail/deliveries
- Keep updated records of office expense and cost
- Perform other clerical receptionist duties such as filing and photocopying.
- Works with MindBody Online system for all bookings and transactions.
- Supports management and leadership teams by communicating and providing feedback regarding the needs of the space
- Prepare payroll, payment voucher and Monthly Class Schedule

ALI AL NOUBI CONTRACTING & GEN. MAINT. EST

Executive Secretary

October 2016 - December 2018

- Responsible of receiving inquiry in Front desk and thru Phone/Email.
- Coordinating meetings with our Subcontractor and Clients.
- Encoding entries on the Financial Transaction.
- File and maintain records of various supporting documents sent and received from reconciliation purposes.
- Prepare payroll, WPS and End of service Settlement as per UAE Law.
- Processing of Visa and Trade License Renewal.
- Submit monthly report regarding the expense and cashbook balance
- Other Clerical and secretarial jobs that may assign from time to time