

CURRICULUM VITAE

JESSICA MAE BAJET

Administrative professional with over 10 years of substantial experience working in multiple industries with multinational background.

PROFILE

Name

Jessica Mae Bajet

Date of Birth

May 8, 1988

Nationality

Filipino

Location

Dubai, UAE

Mobile No.

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Email

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LinkedIn

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Driving License

UAE Light Vehicle

EXPERIENCES

Vegberry Middle East Fruits & Vegetables Trading LLC (Dubai, UAE)

July 2020 - Present

Administration Manager

- Manage all administrative support & HR functions, including office organization and procedures, records and files, staff scheduling & meetings
- Oversee office supplies & maintain inventory
- Serves as liaison on behalf of the CEO to all internal departments and external contacts; assists with all internal and external communications
- Manage telecommunication & utility database & local requirements
- Manage health & safety regulations in the office & production
- Process utility payments & maintain record of transactions
- Handle recruitment formalities & employee induction from start to end
- Maintain employee, company & vehicle files
- Cost control analysis
- Identify, analyze, & manage administration & HR budget & expense
- Execute export logistics coordination & documentation
- Establish business relationships with potential suppliers
- Support the CEO as his personal assistant

Phoenix Global DMCC (Dubai, UAE)

April 2018 - May 2020

Administration Executive

- Arrange executive travel, hotel, and dining requirements
- Oversee office supplies & maintain inventory
- Control procurement of non-trade requirements for all departments
- Manage global telecommunication database & local requirements
- Process utility payments & maintain record of transactions
- Supervise office receptionist, office clerks & guesthouse caretakers
- In-charge of internal event planning & execution
- Manage property occupancy database
- Assist HR team in recruitment formalities & employee induction
- Handle employee, property & vehicle insurances
- Cost control analysis
- Submit monthly office expense report, guesthouse expense report, telecommunication expense report

Audiviz Technologies LLC (UAE)**July 2013 – March 2018**

Administration & HR Coordinator

Reporting to the CEO

- Manage the front office and reception calls/mails
- In-charge of recruitment process & formalities, posting job ads & conducting preliminary interviews
- Responsible for biometric enrollment and attendance monitoring
- Coordinate with the PRO for visas and other local government permits and requirements (e.g. trade license, tenancy contract, chamber of commerce, etc.)
- Manage insurances (employee medical insurance, workmen's compensation, vehicle insurance, property all risk, public liability)
- Update and maintain individual HR files
- Formulate & implement HR systems such as job descriptions, KPIs and performance evaluation etc.
- Coordinate with finance regarding payroll, employee benefits and dues
- Assist the CEO and General Manager in regular secretarial tasks & manage their meeting diaries.
- Arrange executive & staff travel, hotel, and dining arrangements
- Main liaison officer for all departments (service, operations, sales, design & finance)

Spacetoons Kids TV FZ LLC (UAE)**March 2011 – July 2013**

Executive Secretary

Reporting to the CEO & General Manager

- Manage the front office and reception calls/mails
- Act as the point of contact among executives, employees, clients and external partners
- Organize and coordinate meetings, conferences & travel/hotel/dining booking arrangements
- Take, type, and distribute minutes of meetings
- Implement and maintain office systems
- Maintain executives' schedules and meeting calendars
- Set up & maintain filing systems
- Maintain office databases
- Receive and screens incoming calls and visitors

PRECEDING EXPERIENCES

Blackbird Copywriting (Freelance)**August 2010-May 2012**

Content Writer

I composed & published cover story beats of various subjects such as lifestyle, travel, beauty, inspirational & technology.

GMA Network Inc. (Philippines)**December 2010-February 2011**

Production Coordinator

My responsibilities include monitoring liquidation of cash advances & returns, liaise between the production team & the network on program show activities, organize meetings, story conferences & travel arrangements.

Asia-Americas Business Processes Inc. (Philippines)**May 2009 – December 2010**

Editor

I reviewed grammar & content manuscripts to be sent for publishing approval, composed back-ad copies & summaries of manuscripts. I edited manuscripts page-per-page based on grammar, content, punctuation, style & spelling.

CAREER ACHIEVEMENTS

- Reduced the cost of telecommunication expense to half, from the previously AED 80k monthly expense down to AED 40k.
- Controlled the procurement activity of the organization to only what was required based on budget & immediate requirement, eventually reducing purchase cost.
- Assisted in setting up a company guesthouse in Dubai which significantly cut the hotel costs.
- Set up a systematic office cleaning schedule that does not compromise quality of work but at the same time boost the morale of manpower.
- Structured a departmental electronic filing system resulting to an organized central documentation system,
- Appointed as the Management Representative responsible for the overall documentation of quality management objectives and policy of ISO 9001: 2008 for 2 years.

CORE COMPETENCIES & SKILLS

Executive Assistance | Administrative Duties | HR Coordination | Requisition & Procurement
Quality Management System | Employee Relations | Time Management | Discretion and
Confidentiality | Problem Solving | Database Analysis | Teamwork | Results Orientation | Responsibility |
Microsoft Office | SAP ERP Basic | WordPress | MailChimp | HRIS | Citrix | Cost Control Analysis

EDUCATION

2005-2009 **University of Santo Tomas (Philippines)**
Bachelor of Arts in Journalism

REFERENCES

Kamlesh Patel
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