

CURRICULUM VITAE

PROFILE

Name

Jessica Mae Bajet

Date of Birth

May 8, 1988

Nationality

Filipino

Location

Dubai, UAE

Mobile No.

+971-55-9974183

Email

jessicamaebajet@gmail.com

LinkedIn

www.linkedin.com/in/jessicamaebajet

Driving License

UAE Light Vehicle

JESSICA MAE BAJET

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

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/emails
- 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/emails
- 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
Administration Manager
+971-50-358-4818

Leon Mendonsa
Associate Director
- People Practice
+971-50-457-4401

Faisal Siddiqui
Chief Finance Officer
+971-50-544-7928