

JEDDALYN CRISOSTOMO MANAPAT

Abu Dhabi, UAE

97155 841 3694

jeddalyncmanapat@yahoo.com

ABOUT ME

A motivated administrator with over 10 years of progressive experience in various industries. Offering expertise in executive assistance on top level management. Energetic self-starter and eager to learn skills. I have experience working as a part of a team and independently. Furthermore, I am adept at handling multiple tasks competently and working well under pressure. My key strength is communication and attention to details. Below is a brief description relevant to my 7 years of experience in the UAE.

AREAS OF EXPERTISE

- Report & Correspondence Writing
- Data collection and management
- Administration and management
- File and records management
- Project coordination
- Training coordination
- Contract development and management
- Expense account management
- Scheduling and calendar management
- Leading meetings
- Written and Verbal communication
- Documentation

EXPERIENCE

Executive Secretary/PA to CEO and ISO Coordinator, Spark Security Services

April 2020 - Present

Enabled the CEO and General Manager to become more productive by handling a wide array of executive office tasks including screening phone calls, preparing correspondence/memos, creating new processes/procedures. Maintained strict confidentiality with sensitive information, financial documents, client records and personal matters.

- Supports managers and employees through a variety of tasks related to organization and communication.
- Produces and distributes correspondence memos, letters, faxes and forms.
- Organizes and schedules meetings and appointments.
- Calendar and diary management for both CEO and General Manager.
- Monitoring compliance and adherence to standards, conducting internal audits, recommending corrective actions, and managing documentation.
- Track and ensure services and procedures meet standards, and identify problems to resolve. Focus is on process improvement, safety, and quality in several areas.

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Administrative Officer, Spark Security Services

May 2016 - March 2020

- Point of contact for all employees, providing administrative support and managing their queries – human resources, training and operations.
- Preparing official reports monthly, annually and as required.
- Developed and edited policies and procedures, proposals, external and internal communication.
- Managing and documenting contractual changes, correspondence and records.
- Coordinating the project management with the head office.

Executive Secretary to Sr. Operations Manager, Global Shipping & Logistics

October 2013 - May 2016

- Project management and coordination
- Liaising with contractors, vendors, suppliers. Monitoring compliance with government departments & regulatory authorities for necessary approvals ensuring compliance with statutory obligations.
- Assisting in the preparation of budgets for yearly capex through in depth analysis of historical data and projected spending against actualised cost.
- Prepared budgets for yearly capex through in depth analysis of historical data and projected spending against actualised cost.

EDUCATION

Bachelor of Science in Nursing, Angeles University Foundation, Philippines

2007

CERTIFICATIONS

IMS Internal Auditor, Spark Security Services, Abu Dhabi

2020

INTERESTS

- Volunteer Work
Non for Profit Organisation especially made for children with disability, Philippines
Volunteer for multiple Medical Mission, Philippines
UNICEF Ambassador for Children, UNICEF Philippines.
Norway's Drop in the Ocean (Dråpen i Havet) Volunteer for Refugees, Greece.
- Travelling
- Music

REFERENCE:

Available upon request