

Ann April P. Ohide
+971 58 6701991
+971 56 8353043
a.ohide@yahoo.com



Objective: To gain more experiences, enhance my skills and to be able to share my knowledge to contribute for the growth of the company and to have a position in a stable company for better future.

Experience:

July 2021- Dec 2023

CEO - Real Estate small business (Self Employed)

- Manage the sales and marketing for the vacant rooms / apartments.
- Meet and negotiate to clients the details of the price.
- Prepare the contract and receipt after sale between both parties
- Manage all the Admin and Accounting work.

Aug 2022- Sept 2022

P.A / Admin / HR Assistant / Document Controller / I.T Support

Griffin Engineering Consultancy Dubai, UAE

- Managing business travel & hotel arrangements (Outbound) of the executives
- Event calendar tracking, business meeting scheduling, expense management, etc.
- Coordinates with the P.R.O for all company renewal documents and all visa process
- Maintain electronic filing system, ensuring processes and software are up to date and in working order
- Manage simple IT Admin problems and contact the IT department when necessary
- Screen candidates for the opening job and conduct Initial Interview
- Manage Introduction training for the new employee
- Manage for all Admin Task (SharePoint, ZOHO)
- Provide a complete secretarial and administrative service.
- Observe confidentiality procedures and register and track accountable documentation to ensure security and control.
- Coordinate all arrangements for visiting delegations ensuring timely availability of all required logistical services, visas etc. to achieve customer satisfaction.
- Screen and respond to incoming calls for the line HR manager and take appropriate action to handle the situation. Make routine telephone calls to follow up actions on behalf of the line manager as instructed and as per procedures.
- Assist the line HR manager in preparation of public relations activities/initiatives.
- Takes lead in the organization and coordination of public and private events and functions ensuring adherence to corporate brand values and guidelines.
- Review, develop and improve on establish work flow processes and systems related to
- Perform other similar or related duties as required or assigned by the line manager.

May 2021- June 2021

Associate Manager of Sales and Marketing

Gateway Insurance LLC – Dubai, UAE

- Meet the HR or CEO for a meeting to discuss the table of benefits of their new insurance
- Manage all the sales and marketing for the company.

- Do a marketing call for the client before their insurance expiry.
- Creating a spread sheets for the prospective clients.
- Responsible for digging and collecting market information, competitor information in local and developing appropriate marketing and sales strategies.
- Generate new leads for new customer.
- Responsible for executing sales and marketing plans in accordance with the company's marketing strategy.
- Creating Proposal for the client base on their needs.
- Email offer prior calling to the new clients.
- Manage the entire sales process flow, including qualifying prospects, business developments, and scheduling appointments, handling objections, and closing deals.

May 2020 – Apr 2021

P.A / Accounts Admin HR Executive / I.T Coordinator / Document Controller

Maxus Coral FZCO - Dubai Airport Free zone (DAFZA) – Dubai UAE

- Executive Secretary of the CEO of the company and his family.
- Act as first point contact before the CEO
- Managing emails and arranging meeting for the CEO
- Manage all administrative task such as license renewal, vehicle and passes renewals for the company.
- Managing and resolving instances of misconduct, including but not limited to, addressing drivers' behavioral issues and negative attitudes.
- Ensuring a professional and safe working environment for all employees.
- Bridge management and employee relations by addressing demands, grievances, or other issues.
- Support current and future business needs through the development, engagement, motivation, and preservation of human capital.
- Develop and monitor overall HR strategies, systems, tactics, and procedures across the organization.
- Oversee and manage a performance appraisal system that drives high performance.
- Supervise and assist the company PRO with all tasks including but not limited to employee's visa, work permit, company trade license renewals...
- Manage legal compliance throughout human resource management.
- Assisting the Logistics Team for all deliveries to the clients (Amazon, Noon, E-City, Sharaf DG etc.)
- Assist the logistic team for all bill of entries for import and export shipments.
- Document Controller for all confidential files.
- Create spread sheets and report using Tally ERP 9 software.
- Daily reconciliation.
- Maintaining the books
- Develop and carry out an efficient documentation and filing system.
- Troubleshooting to all the staff if there is technical issue such as software update or license update.
- Act as first contact for all technical issues prior to the I.T helpdesk
- Maintain weekly and monthly report for all technical issues.
- Configure laptop and handsets if there is a new employee (Such as anti-virus, Microsoft Excel, Microsoft Office and other program access.

Jan 2020 – Apr 2020

HR Consultant Admin Executive

Menasa and Partners Knowledge Village - Dubai, UAE

- Understand client needs and provide tailored recruitment solutions.
- Source, screen, and interview candidates, managing the entire candidate journey.
- Negotiate terms of business and manage client expectations.
- Achieve the weekly candidate target report.
- Ongoing management and maintenance of “candidate” data and its quality within the applicant tracking system for the Middle East region, ensuring that all accessible data is uploaded, remains up-to-date, and actionable.
- Conduct comprehensive candidate assessments, including resume reviews, competency-based interviews, and skills evaluations, to ensure alignment with client requirements and cultural fit.
- Manage candidate pipelines effectively, maintaining accurate records and documentation throughout the recruitment lifecycle using our internal systems and tools.
- Conduct initial phone interviews to assess candidate suitability and interest.
- Coordinate and schedule interviews with hiring managers and interview panels.
- Manage the collection and verification of required documents for employment.
- Ensure compliance with relevant regulations and standards.
- Arranging Flights and hotel for the reporting Manager
- Personal Assistant for the Line Manager
- Process all Admin and HR work at the same time
- Create spreadsheets filtered by the system to be used by the Line Manager to search candidate easily.

June 2017 – Oct 2019

Admin Accounts Finance Executive

Opentec Systems LLC -Business Bay - Dubai UAE

- Knowledge of office management systems and procedures
- Create and update records and databases with personnel, financial and other data.
- VAT filling for the company, making sure that all entries are correct before submitting the Tax to the FTA portal.
- doing yearly Audit report with the auditor
- Making sure that all taxes are correct before processing the VAT201 form.
- Summarizes receivables by maintaining invoice accounts; coordinating monthly transfer to accounts receivable account; verify totals; preparing report.
- Pays employees by receiving and verify expense reports and requests for advances, preparing checks.
- Verifies vendor account by reconciling monthly statements and related transactions. General Admin and Executive Secretary
- Manage all general and HR task for the company.
- Manage all Administrative duties are completed accurately and delivered with high quality and in a timely manner.
- Manage contract for customer and creating invoices.
- Manage a wide range of complex office administration and executive support to the management.
- Manage general office duties such as ordering supplies and maintaining records of the management database system

Sales Assistant**Opentec Systems LLC -Business Bay - Dubai UAE**

- Manage inside sales call for perspective clients in UAE and other GCC countries and make sure to close the sale.
- Manage marketing for GCC countries and give them a brief description about the company, the solution and hardware that they are offering.
- Create and send a quotation with appropriate T&C.
- Keeping the client updated on their delivery of the product.
- Replenishment of stock as per Sales demand
- Manage back-end sales support / follow up call to make sure customer is satisfied with the service that is provided.

Apr 2016 up to May2017

Customer Service Assistant / Admin Support**Dubai International Airport Dubai, UAE**

- Answering product and service questions; suggesting information about other products and services
- Ensure operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; Evaluating new equipment and techniques.
- Prepare correspondences and fulfill customer needs to ensure customer satisfaction.
- Greeting and directing visitors and new staff to the organization

Skills

- Office 365
- PowerPoint
- Microsoft Excel
- Tally ERP
- SharePoint
- Yammer
- ZOHO
- ERP Software
- Dropbox
- Other I.T software

Education:

Bachelor of Science and Information Technology
Far Eastern University - (East-Asia College)
Manila Philippines, 2007 (post graduate)

Personal Information:

Status: Single

Citizenship: Filipino

Language: English Native & Basic Arabic