

VENUS KRIZZA I. LIWAG

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OBJECTIVES

To apply in a dynamic and dedicated professional environment and into an Administrative position, having office management skills, very well at administrative support and problem solving skills to support executives and to build a loyal client base.

- SKILLS**
- Ability to use standard business software and applications
 - Profound interpersonal skills
 - In-depth knowledge of performing routine clerical tasks
 - A flexible approach to work and able to work overtime as required

WORK EXPERIENCE**Darina Holidays LLC**

Business Bay, One by Omniyat Bldg., Dubai, UAE

October 2015 –July 2016

PA to Managing Director & General Manager cum HR Assistant

Participant at Arabian Travel Market 2016 in World Trade Center

- Maintains all Employee Passports, Labor Cards and Employees master file
- Monitors visa, labor, passport, Trade License Expiry
- Screen the resumes according to job description and conduct initial interviews
- Prepare monthly attendance for all Employees
- Fill in relevant forms for the Staff for joining, Offer Letters, Sick leave, Salary Certificate request, Passport Request ,Cash Advance request and Leave request
- Meet and greet clients and visitors of all levels
- Sorting and distributing incoming post and organizing and sending outgoing post;
- Organizing and storing paperwork, documents and computer-based information;
- Answer telephone calls and transfer to appropriate team member
- Liaising with insurance companies to arrange staff insurance
- Assist the PRO in visa processing for new staff , renewal and cancellation
- Checking of visa status and work permits in MOL website.
- Ordering and maintaining office stationery and equipment
- Arrange appointments, meetings and travel requirements (Schengen and Czech Republic Visa Requirements) for the Managers
- Basic knowledge of UAE LABOUR LAW.
- Organized exit interviews, prepare full and final settlement as well as handling exit formalities for resigned & terminated staff.
- Responsible for recording all employee information such as personal data, attendance, holidays and leave and other info
- Responsible on checking office properties for maintenance
- Supervises the work of our office boys

United Doctors of St. Camillus de Lellis Hospital Batangas Medical Center
November 2014 to January 2015 (On-the-Job Training)
Admin, Procurement Assistant & Front Desk Officer

- Assist in taking purchase requests from various departments within a company and get price quotes from suppliers.
- Maintains supplies inventory by checking stock to determine inventory level
- Placing and expediting orders of supplies, verifying receipt in accordance to the stock received
- Operate telephone switchboard to answer, screen, or forward calls, providing information, taking messages, or scheduling appointments.
- Greet persons entering establishment, determine nature and purpose of visit, and direct or escort them to specific destinations.
- Collect, sort, distribute, or prepare mail, messages, or courier deliveries

Philippine Health Insurance Corporation
November 2012 to February 2013 (On-the-Job Training)
Executive Secretary

- Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.
- Assist senior level management in all administrative tasks.
- Answer calls from internal and external clients in a standard professional manner.
- Contributes to team effort by accomplishing related results as needed.

EDUCATIONAL ATTAINMENT

Tertiary	:	LYCEUM OF THE PHILIPPINES UNIVERSITY- BATANGAS Bachelor of Science in Office Management Capitol Site, Batangas City 2011- 2015
Secondary	:	STA.TERESA COLLEGE Kapitan Ponso St. Bauan, Batangas 2007- 2011
Primary	:	STA.TERESA COLLEGE Kapitan Ponso St. Bauan, Batangas 2000- 2007

AWARDS AND RECOGNITION

Award of Recognition of Philippine Association of Students in Office Administration

Lyceum of the Philippines University- Batangas

March 19, 2014

ORGANIZATION AFFILIATION

- **Philippine Association of Students in Office Administration**
President / Vice President
2013-2014 / 2011 - 2012

SEMINARS AND TRAININGS ATTENDED

- **Personality Development Seminar: “Personality Power”** Sotero H. Laurel Bldg., Freedom Hall LPU Batangas December 5, 2012
- **Social Entrepreneurs: Unlocking Innovation Through Enterprise Incubation**
Freedom Hall, SHL Building
LPU Batangas December 16, 2014
- **Success through People: Today’s Talent, Tomorrow’s Success**
Freedom Hall, SHL Building
LPU Batangas October 1, 2014

PERSONAL INFORMATION

Age	:	21 years old
Date of Birth	:	November 19, 1994
Gender	:	Female
Civil Status	:	Single
Height	:	5’5 ft.
Weight	:	60 kg.
Nationality	:	Filipino
Religion	:	Roman Catholic
Visa Status	:	Employment Visa

CHARACTER REFERENCES

Mr. Murtuza Unchiwania

Reservation Manager of Darina Holidays LLC.
056 6282808

Mr. Nasir Haroon

IT and Design Manager of Darina Holidays LLC
056 7920091

Mr. Rizwan Iqbal

Senior Travel Consultant, Outbound of Darina Holidays LLC
050 2588578

Dr. Maribeth Buenviaje

Adviser/Dean of College of Business Administration in Lyceum of the Philippines
University- Batangas
09178114223/09184922952

I hereby certify that the above information is true and correct according to my knowledge and belief.



Venus Krizza Liwag
Applicant

