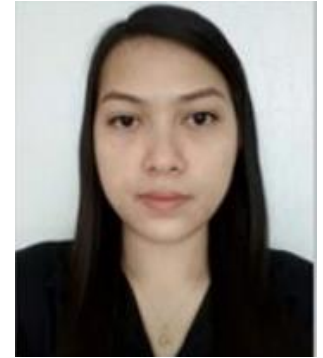


**DANICA CHARIEZE V. ABA**  
**Administrative Officer/Data Entry Officer**



**GREEN TARA FACILITIES MANAGEMENT LLC**

Dubai, U.A.E

**HR EXECUTIVE/ADMINISTRATOR**

August 2018 – November 2020

**Responsibilities:**

- Preparing job advertisements to attract suitable applicants.
- Sorting applications and screening candidates.
- Shortlisting candidates, submitting their CVs to the client and arranging their final interviews.
- Prepares necessary documents for embassy attestation and preparing demand letter to recruit overseas candidates.
- Arranging flight tickets for the selected overseas candidates and airport transfers.
- Coordinates with the client for new manpower projects.
- Keeping records of the client and deployed workers.
- Doing follow-ups and generating new leads.
- Performing administrative works.

**VISTA BUS PASSENGERS TRANSPORT VIA RENTED BUSES/VISTA ACCOUNTING AND BOOKKEEPING SERVICE**

Abu Dhabi, U.A.E

**SALES AND MARKETING EXECUTIVE cum ADMIN EXECUTIVE** May 2017 – Mar. 2018

**Responsibilities:**

- Marketing and advertising company's services.
- Attending clients' concern or complains.
- Meeting with the clients for further understanding regarding the company's services.
- Preparing quotations and invoices.
- Calling, sending mails and follow-up with the prospect clients.
- Negotiating and booking closed deals.
- Collecting data for future business.
- Handling Admin Department.
- Recruiting new staff and giving trainings.
- Preparing communication letters.
- Assisting accounting department by preparing accounting data.

**FLAG HOLDING LLC.**

Abu Dhabi, U.A.E **RECEPTIONIST/ADMIN. ASSISTANT** Mar. 01, 2016 –

Jul. 12, 2016

**Responsibilities:**

- Coordinates daily office activities.
- Maintaining and controlling confidential/non-confidential documents.

- Performs general clerical duties.
- Answering phone calls and accommodating guests.
- Assistant of Procurement Manager.
- Preparing LPO and receiving invoices.
- Secretary of the CEO.
- Maintaining office supplies as well as supervising cleanliness of the office premises.

**AL BADEYAH EYESTOURISM**

Abu Dhabi, U.A.E

**EVENTS COORDINATOR & MEDIA MKTG.**

Jan. 2015 – Jan. 2016

**Responsibilities:**

- Coordinates with the guests and organizes their event/tour.
- Responsible for collecting cash payments for the tour.
- Reservation and Attends guests' complaints/concerns.
- Works with the Sales Team for marketing and promotion of the business as well as performing Tele-Marketing.
- Responsible to send tour operation and sales report directly to the Manager/CEO.

**GOLDEN PALACE HOTEL**

Tagum City, Philippines

**HOTEL OPERATIONS SUPERVISOR/SALES AND MARKETING**

**DEPT.HEAD** Mar. 2014 - Aug. 2014

**Responsibilities:**

- Oversees different departments of the hotel; particularly:
  - ✓ BANQUET DEPARTMENT
  - ✓ INLAND RESORT DEPT (*Gold Ridge InlandResort*)
  - ✓ SALES & MARKETINGDEPARTMENT
  - ✓ BOUTIQUE DEPT. (*Professionalle Fashion Boutique*)
- Handling guests' complaints and supervising subordinates.
- Resolving Department's problems/issues.
- Screening candidates for available position on the department.
- Reports directly to the Manager.

**GOLDEN PALACE HOTEL**

Tagum City, Philippines

**SALES AND MARKETING**

**EXECUTIVE** Oct. 2013 –

Mar. 2014

**Responsibilities:**

- Markets the hotel products & services such as Room Accommodations, Weddings, Birthday Parties, Debut, Baptismal & other occasions & events.

- Creating marketing strategies & promotions.
- Making sure that the event/function assigned is going well.
- Checking every detail of the event/function to make sure that it will run smoothly & avoids guests' complaints.
- Preparing Monthly Reports.
- Reports directly to the Department Head.

**HASKEM INC.**

Panabo City, Philippines  
 (HASK ENGINEERING &  
 MANAGEMENT PTE LTD,  
 Singapore) (OIL & GAS/SHIP  
 BUILDING-EPC) **HUMAN  
 RESOURCESCONSULTANT**  
 Sept. 2, 2012 – Jun. 27, 2013

**Responsibilities:**

- Sourcing suitable profiles.
- Sends mails to prospect profiles/candidates.
- Call profiles which found suitable and meets all the requirements. Interview and negotiate.
- Sends profiles of those highly qualified candidates for the client to interview.
- Informs/follow-ups the shortlisted candidates regarding with required documents and their interview details.
- Keeping the candidates updated until the feedback from client will be received.
- Keeping in touch to those selected candidates until their joining date.
- Reports to the Sr. Colleagues in the main office.

**GRAND MEN SENG HOTEL DAVAO**

Magallanes-Anda Sts., Davao City, Philippines  
**FRONT OFFICE  
 RECEPTIONIST**  
 Apr. 2011 – Aug.  
 5, 2012

**Responsibilities:**

- Answers telephone for inquiries and reservations.
- Greets, registers, and assigns rooms to guests.
- Issues room key to guest and receiving cash payments.
- Transmits and receives telephone messages and sets up guests' wake-up calls.
- Arranging Airport transfers schedule for the guests.
- In charge of lost and found items inside the hotel premises.
- Date stamps, sorts, and racks incoming and outgoing mails.

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**DANICA CHARIEZE V. ABA**