Lahnie C. Samonte



**Deira, Dubai UAE**

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**POSITION DESIRED: Secretary/ Receptionist / PA / Sales Coordinator**

**CAREER GOAL**

**Seeking a career orientated position .Ability to analyze problems and develop timely and cost effective solutions. Lead by example, set goals, Maintain focus on the vital factors, and deliver consistent results.**

**PERSONAL DETAILS:**

**Nickname: Lahn**

**Birthday: December 25, 1977**

**Birthplace: Quezon City, Philippines**

**Nationality: Filipino**

**Passport Number:**

**ACADEMIC CREDENTIALS**

* **College: Lyceum of the Philippines University**

**Course: Bachelor of Science in Foreign Service**

**Maj. in International Trade 4th year undergrad. 1994-1998**

* **High School: Ernesto Rondon High School 1993-1994**
* **Elementary: Holy Child Montessori 1989-1990**

**WORK EXPERIENCES:**

**April 2011 – Present Executive Secretary to DGM**

**Al Bader Group of Companies**

**Al Gharaffa, Qatar**

**AL BADER International is a General Contractor which started its activities in 1988 as the core organization of AL BADER Group.  
 AL BADER International gained its reputation in the Emirate of Abu Dhabi through its main activities: Civil Construction, General Maintenance, General Contracting, Electro-Mechanical & Pipeline works, Upgrading and Interior Decoration, Sandblasting and Painting / Wrapping, Manpower Supply and General Services.**

**Duties & Responsibilities:**

1. **Arranged the meeting with the client.**
2. **Prepare and manage correspondence, reports and documents**
3. **Send minutes of the previous meeting and agenda to all concerned**
4. **Organize and coordinate meetings, conferences, travel arrangements**
5. **Implement and maintain office systems**
6. **Maintain schedules and calendars**
7. **Arrange and confirm appointments**
8. **Carrying out the plans and projects discussed in the meeting; send notes whenever necessary**
9. **Organize internal and external events**
10. **Make travel arrangements and prepare accompany travel documents**
11. **Handle incoming mail and other material**
12. **Set up and maintain filing systems**
13. **Set up work procedures**
14. **Collate information**
15. **Maintain databases**
16. **Communicate verbally and in writing to answer inquiries and provide information**
17. **Follow-up visa assessment and application**

**February 1, 2010-up to March 2011 Receptionist/Admin Assistant MLRM Adz And Signz. Manila, Philippines**

**Sept. 3, 2003 – Jan. 10, 2010 Secretary/ Front desk/Sales Marketing**

**RNS Electronics Ents. Tondo, Manila, Philippines**

**Dec. 10, 2000 - Aug. 21, 2003 Room Attendant**

**Subic Int’l. Hotel Freeport Zone Olongapo City, Philippines**

**Feb. 25, 1999 - Aug. 24, 2000 Merchandising Clerk**

**Plaza Fair Inc.**

**Carriedo, Manila, Philippines**

**Duties & Responsibilities:**

1. **Accurately post and updates all information covering orders, classification, meetings and monthly sales report.**
2. **Check all invoices regarding deliveries.**
3. **Check and organize all files on deliveries, sales, purchases and statement of accounts.**
4. **Preparing comparative sales reports.**
5. **Checks and encode all files.**
6. **Responsible for the preparation and keeping of records.**
7. **Negotiate with the supplier on prices and terms of new merchandise to be ordered.**
8. **Do the year end – inventory**
9. **Assist the customer regarding company items and customer needs.**
10. **Oversee the day to day management of the office by insuring that all systems are functioning properly.**
11. **Coordinate all administrative requirements of the team.**
12. **Finalize in document form the drafts generated for project/ program documents, reports, study papers, correspondence, faxes, and cables using standard processing.**
13. **Make travel arrangements and prepare accompany travel documents.**
14. **Coordinate tasks for management staff  Screening telephone calls,**
15. **Responding to enquiries/requests and attending to them where appropriate/transferring them to the in-charge person.**
16. **Handling incoming and outgoing official documentation.**
17. **Coordinating Meeting room activity and ensuring meeting room readiness for next meeting.**
18. **Providing Administrative and office support facilities.**
19. **Producing documents and filing.**
20. **Handling courier shipment and post mails.**
21. **Creating spreadsheets to reporting expenses to an office manager.**

**OTHER QUALIFICATIONS:**

* **With typing skills**
* **Computer proficiency in MS office (Word, Excel, Outlook, MS Project and PowerPoint)**
* **Has knowledge in the field of merchandising**
* **Holder of non-pro. Drivers License**
* **Knowledgeable in office bookkeeping programs**

**CHARACTER REFERENCES:**

1. **Ma. Luisa Estrella CPA/Chief Division Head**

**+6325272793;+639285039316**

**Bureau of the National Treasury - Philippines**

1. **Michelle Abitona President +6327994841**

**Mlrm Adz & Sign**

1. **Engr.Eric Carlos Consultant Engineer**

**+97455898072**

**Offshore Engineering , Qatar**

**4. Engr. Romeo dela Cruz Civil Engineer**

**+971508013745**

**Freysinet Gulf Construction,**

**Dubai, UAE**