

CHRISTINE M. SATO

POSITION APPLIED: ADMIN & HR ASSISTANT / OFFICE COORDINATOR

Availability: I can join immediately



 0508480263	 tinamontas@yahoo.com	 Discovery Gardens, Dubai, UAE	 BSCS Graduate Computer Science
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CAREER OBJECTIVE:

To work professionally by making optimal use of my experience and exposure gained over the past years, for the success and benefit of the organization and self-career.

PERSONAL STRENGTH:

- Highly trainable, fast learner, dynamic, self-motivated, innovative and competent
- Ready and willing to face all challenges and responsibilities
- Can work under pressure, utilizing available resources
- Have high regards to safety and quality
- Excellent in Computer skills (Microsoft Office, Excel, Words, Microsoft Outlook & Internet applications, AutoCAD 2D)

WORK EXPERIENCES:

January 2, 2023 - Present
Admin cum Receptionist
CSS Corp Consultancies Co. LLC
United Arab Emirates

- Greet clients and visitors with a positive, helpful attitude.
- Assisting clients in finding their way around the office.
- Helping maintain workplace security by issuing, checking, and collecting badges as necessary and maintaining visitor logs.
- Assisting with a variety of administrative tasks including copying, faxing, taking notes, and making travel plans.
- Preparing meeting and training rooms.
- Answering phones in a professional manner, and routing calls as necessary.
- Performing ad-hoc administrative duties.
- Answering, forwarding, and screening phone calls.
- Sorting and distributing mail and Scheduling appointments.

September 5, 2022 - December 30, 2023

Sales Coordinator

Flowtools Middle East LLC

United Arab Emirates

- Maintain a proper and user-friendly filing and document control system for recording and tracking of all documents for the team and department.
- Answering client questions regarding their account or sales products
- Handle the processing of all orders with accuracy and timeliness
- Analyzing customer shopping data to optimize sales efforts and better identify potential customers
- Respond to complaints from customers and give after-sales support when requested

October 20, 2020– August 15, 2022

Admin & HR Assistant - Onboarding

Jan de Nul Dredging Ltd.

United Arab Emirates

- Support the crewing operations in performing the schedules and planning of crew changes and follow up with relevant parties
- Assist in travel arrangement of the mobilization and demobilization of the crewing staff, including Air/Ferry/Land Tickets, Visa application, hotel accommodation.
- Ensure candidates are equipped with the relevant requirements (medical, competence certificate / qualification documents) Assist on all crew issues.
- Maintain a proper and user-friendly filing and document control system for recording and tracking of all documents for the team and department.
- Arrange CICPA pass application and CID clearance
- Responsible on processing of the following types of visa: -visit-resident-seaman or renewal-for cancellation-for amendment
- Coordinate with the PRO all transactions on Visa for collection from the Labor Office & Immigration departments.
- Handles all incoming and outgoing correspondence from our clients
- Arrange Requests for Inspection (RFI) Form for the fleets and generate daily, weekly and monthly reports.
- Monitor and Maintain Crew Lists for each fleet for the processing of their Visa. (In charge for hotel reservation and

accommodations and cars for the incoming visitors and crew) Arrange documents for the onshore and off shore CICPA pass application.

- Process online visa processing and change status for Dubai visa and coordinate the PRO visa processing for Abu Dhabi visa processing
- Arrange port pass and JAFZA gate pass for the staff and crew.
- Assist the vessel documentation upon arrival and departure defend on our agent documents and port documents for crew change,
- Arrange staff/ crew hotel accommodation, transport and request for the flights from ticketing Department.

July 26,2017 – March 31,2020

Admin & HR Assistant

NICO Investigation and Security Services Agency

Mandaue City, Cebu, Philippines

- Encoder for the new Security Guards
 - SSS, Phil health and Pag – Ibig Remittance
 - Monitor company program and update details
 - Responsible for Company database and filing of 201 files for Guards.
 - Handling confidential file for the companies.
 - Assist payroll and salary for the company.
 - Follow up clients request and contract.
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