CHRISTINE M. SATO

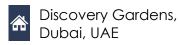
POSITION APPLIED: ADMIN & HR ASSISTANT /

OFFICE COORDINATOR

Availability: I can join immediately









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: -visitresident-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.