



RYAN PATRICK ABELLA

ABOUT ME

- *Fully competent in office management and able to communicate all levels with global and local conglomerates.
- *Experience in handling import, export and related shipping, logistic requirements.
- *Highly motivated individual with abilities to prioritize work and meet deadline.
- *capable to work under a high pressure environment and a detail oriented with the ability to delegate and lead teams.

With UAE Driver's License

Mobile:

+971 567684406

Email:

ryan.patricksanchez@gmail.com

Hobbies

Gym
Swimming
basketball

COLLEGE

SAN SEBASTIAN COLLEGE

June 1990 - March 1994
Philippines

WORK EXPERIENCE

ZNR DOCUMENTS CLEARING COMPANY / Admin Officer

DUBAI, UAE

AUGUST 2024 UP TO Present

- *Responsible in processing difference type of Visa, such as residence visa, partner visa, investors visa and family sponsored visa
- *Provides office support to a team which vital for the smooth running Business, and Assisting Daily office needs Trade License New and Renew, Ejari for Trade License, Ministry of Labour Service
- *Responsible and develop maintain filing system write and distribute email correspondence.
- *Making task with growing client based by generating lead counselling clients on market condition and developing competitive market prices.

PANFRESH INTERNATIONAL TRADING / Quality Surveyor

DUBAI, UAE

January 2015 - December 2022

- *Responsible in checking quality of every incoming perishable good from container, including inspection of the unloading details of pallets.
- *Coordinates with all shipping insurance survey company, handles official joint survey to get claims on the damage report from supplier
- *Prepares daily report and submit to all subordinates.
- *Coordinates with the clients and providing them updates for the status of their goods items stored in warehouse.

WATERWORKS TECHNOLOGIES / PRO Admin Officer

JEBEL ALI DUBAI, UAE

NOVEMBER 2006 DECEMBER 2014

- *Handling all correspondence with JAFZA chamber of commerce, system for which inclusive passport renewal, lease and trade, license renewal, CEC, health cards, Resident permit, visit visa and Employment visa application.
- *Undertake logistic duties such as customs clearance, forwarding and shipping documents matters.
- *Timely completion of accounts and to provide feedback to superiors.
- *Assists to follow up with vendors and coordinate project supplies.
- *Preparing purchase orders and maintain proper records for projects.

BANK OF THE PHILIPPINE ISLANDS / Loan Officer

MAKATI, PHILIPPINES

JUNE 1994 OCTOBER 2006

- *Assist clients with the application process and close loans according to internal policies and procedures.
- *Prepare loan worksheet accurately and completely for submission to loan processing for closing documents.
- *Gather complete disbursement instructions and include client worksheet.
- *Perform final overview of documents to ensure quality.