

PAMELA JIRAH T. EVAL



CONTACT

📞 0564259087

✉ pamelajiraheval@gmail.com

🏠 Al Rashidiya, Dubai, UAE

PERSONAL INFORMATION

Date of Birth: December 14, 2000

Age: 24

Nationality: Filipino

Civil Status: Single

Gender: Female

PERSONAL & PROFESSIONAL SKILLS

- Teamwork
- Effective social, written and communication abilities
- Outstanding time-management and organizing abilities
- Computer Literate
- Adaptable and quick to learn new systems
- Multi-Tasking in fast paced environments
- Attention to details
- Excellent typing speed and accuracy
- Flexible with changes in work environment
- Cultural Sensitivity
- Professional Demeanor

OBJECTIVES

To continually create work of outstanding quality, substantially contribute to the team and the company's success, and elevate my professional development by cultivating my attitude, work ethic, and skill set.

EXPERIENCES

1. **Company:** EMRO General Trading LLC (Dubai, U.A.E.)
Position: Office Secretary cum Admin
Period: Aug 2024-Present

ADDITIONAL EXPERIENCE (FIELD-SITE AREA):

Period: Nov 2024-March 2025

DUTIES AND RESPONSIBILITIES

Clerical & Admin Duties

- Compose and revise emails, notes, documents, and letters.
- Keep track of appointments, schedules, and calendars in the office.
- Monitor office records, files, and documentation (both computer and hard copy).
- Respond to and handle emails, phone calls, and other contacts (for our suppliers, client inquiries and interaction to exchange company for the WPS of employees).
- Assist for preparing and formatting reports, proposals, and tender documents.

Communication & Organizing in the Office

- Front desk duties: Welcome and help clients, staff, and guests
- Handle walk-in inquiries or deliveries
- Monitor front office supplies and reorder when necessary.
- Organize office tasks and make sure everything runs well every day.

Assistance with Finance and Human Resources

- Prepare invoices, keep track of expenses, petty cash, and making VAT return.
- Assist with employee attendance records and payroll processing.
- Assist for the tracking of Bank Statement of the company.
- Generating an Local Purchase Order (LPO) and Quotation for the supplies and materials.
- Familiarization with the paperwork needed to process the employees' working visas.
- Filing HR-related documents (Contracts, ID's, etc.)

Document Controller and Management

- Familiarization of the some necessary documents of a company like EJARI Contracts, Commercial Licenses, VAT Certificate.
- Assisting in monitoring licensing, insurance, and inspection compliance deadlines

- 2. Company:** House Research Development (Singapore) Pte. Ltd.
(Philippines)
Position: Office Staff
Period: August 2023-May 2024

DUTIES AND RESPONSIBILITIES

- **Document/Plan Handling:** Receiving and organizing in accordance with the construction plan and process.
- **Employing Technology:** For the dissemination and administration of documents, make use of software programs or digital platforms.
- **Quality control:** Plan reviewing (determine any error/discrepancies).
- **Collaborate with other departments:** Completed and accurate plans will be submitted to another department before being sent to Japan.
- **Innovation:** Take part in the team's efficient improvement of processes for complete plans dissemination and control.

- 3. Company: FREELANCE WORK (PART TIME JOB)- TCS English Project (Philippines)**
Position: Data Transcriber
Period: July 2021- December 2021

DUTIES AND RESPONSIBILITIES

- Transcribing english audio recordings from TikTok app accurately and efficiently.
- Ensuring that transcriptions are formatted in compliance to company guidelines.
- Finishing transcriptions by the stated deadline.
- Checking the accuracy and clearness of the transcriptions.
- Coordinating with teammates to address problems or provide clarification on instructions as needed.

EDUCATIONAL BACKGROUND

COLLEGE LEVEL

- **TECHNOLOGICAL UNIVERSITY OF THE PHILIPPINES- MANILA** **PERIOD:** (AUGUST 2019-JULY 2023)
Ayala Blvd., Ermita, Manila, Philippines
BACHELOR OF GRAPHICS TECHNOLOGY (4 YEARS COURSE)

REFERENCES

- **MR. ZEKARIAS GIRMA KEBEDE**
Civil Engineer at Triple-Nine Contracting (U.A.E.)
Mobile Number: 0568217374
- **MS. KIMBERLY JOY MATILLA**
F&B Host at Hilton Hotels & Resort (U.A.E.)
Mobile Number: 05085219388
- **MS. LEIGH ANNE A. DEMEGILLO**
Leasing Operations Coordinator at Al Fardan Real Estate
Mobile Number: 0581935065

I HEREBY TO CERTIFY THAT THE ABOVE INFORMATION ARE TRUE TO THE BEST OF MY KNOWLEDGE



PAMELA JIRAH T. EVAL