

# JARRY MAE V. PAULO

## Profile

Motivated and results-driven professional with diverse experience spanning sales, administration, and documentation. A quick learner with a proven ability to adapt to new environments and responsibilities, demonstrated through roles in customer service, office administration, and accounting. Committed to delivering exceptional work with strong attention to detail, a solid work ethic, and a dedication to contributing to organizational success. Skilled in managing transactions, maintaining accurate records, addressing client inquiries, and ensuring compliance with regulatory requirements.

## Work Experience

### **Receptionist / Administrative Officer** **2024 - PRESENT** Deluxe Construction LLC, Al Rigga, Diera Dubai, UAE

- Maintain and organize all project-related documents, including contracts, ensuring they are easily accessible and properly filed.
- Ensured accurate record-keeping for compliance and easy access to information.
- Coordinate with suppliers, manage bank transactions, and ensure timely delivery and services
- Make LPO (Local Purchase Order)
- Supported procurement of office supplies and construction materials
- Handle incoming calls, emails, and general inquiries, providing prompt and professional responses or directing them to the appropriate department.
- Handled front-desk operations, including visitor logs and office supplies inventory.

### **Administrative Officer and Accounting Staff**

Biofrost Purified Tube Ice & Water Refilling Station & Terraverde


Real Estate Brokerage (Same Owner)


- 2022** - Billing & Documentation: Prepared and processed billing documents accurately, ensuring timely submission and record-keeping.
- 2024** - Record Management: Maintained detailed and organized records for both administrative and financial transactions, facilitating easy retrieval and compliance.
- Government Transactions: Handled various government transactions, ensuring full compliance with regulations and timely processing.
- Bank Transactions: Managed all banking transactions, including deposits, withdrawals, and account reconciliation.
- Land Titling Knowledge: Acquired a strong understanding of land titling processes, including assisting with the preparation of titling documents and liaising with relevant authorities.
- Real Estate Transactions: Supported the real estate business with documentation and administrative tasks, including property transactions, contracts, and government-related paperwork.

### **Documentation Officer I / Cum Receptionist** CLMA Pharmaceuticals, Naga City, Philippines

- 2020** - Gained strong knowledge in medicines and medical supplies, supporting various procurement and inventory processes.
- 2021** - Represented the company in government open bidding processes.
- Prepared, compiled, and submitted comprehensive bidding documents in compliance with legal and organizational standards.
- Maintained accurate and organized records of all transactions and company documents.
- Handled key government-related transactions and liaised with regulatory agencies.
- Managed bank transactions on behalf of the company, ensuring timely processing and reporting.
- Handled front-desk operations, including visitor logs and office supplies inventory.



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 Diera, Dubai UAE

## Education

- **Bachelor of Science in Office Administration**  
(Two-Year Associate in Office Administration Diploma Holder)

Computer Communication Development Institute, Camarines Sur, Philippines

**2017-2019**

## Skills

- Proficiency in Typing and Data Encoding
- Documentation & Record Management
- Billing & Accounting Support
- Flexibility & Adaptability
- Hardworking & Detail-Oriented

## Language

English

Filipino