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**About me:**

With over 20 years of professional experience in the United Arab Emirates, I have honed my expertise in General Office Administration, Operations, Document Control, and Secretarial works. As a dedicated Personal Assistant, I have proven a track record of delivering tangible results through effective cross-team collaboration. I am proactive and eager to join forces with like-minded professionals to achieve shared objectives. My career ambition is to secure a challenging position that not only allows for personal growth and advancement but also leverages my extensive expertise to drive organizational success. I am committed to pursuing excellence in the field of administration, aiming to uphold the highest standards and competence, and to contribute my knowledge and experience towards the fulfillment of the organization's goals and aspirations.

**SKILLS:**

Willing to learn and gain more experience to enhance better service output in related to the field of expertise

A well-balanced & mature individual with an active and purposeful approach to work, a strong and energetic team player

Ability to multi-task and can work with less supervision Very strong results and customer service orientation

Ability to assess operational requirements and to plan and organize workflow patterns and schedules

Knowledge of EPRO Software

Typing speed of 65-70 WPM accurately and taking dictation

Ability to learn new software applications

Practical experience with Power point, MS Word, Excel and unified messaging system

Professional verbal/written communication skills

Possesses strong qualities to shift new challenges in line of work.

**EDUCATIONAL BACKGROUND:**

COLLEGE: Southeast Asian College (1995-1998)

COURSE: Associate Degree in Radiologic Technology

**CIVIL SERVICE ELIGIBILITY / PROFESSIONAL BOARD / BAR:**

Passed the PRC Licensure Examination - June 1998

**TRAINING / SEMINARS:**

Member of First Security Group (2008)

Member of American Safety Health Institute (2022)

ERP, Aconex Training

Basic First Aid – Foremost Institute for Health & Safety (March 2022-Oct 2024)

Basic First Aid – Safety Zone S&S Consultancy (Oct 2024-Oct 2025)

**PERSONAL DATA**

Date of Birth: 16 April 1978

Nationality: Filipino

Gender: Female

Visa Status: Company Visa (non-transferable)

## **PROFESSIONAL EXPERIENCE:**

### **NASS Scafform Contracting Dubai Branch**

Dubai, United Arab Emirates

*Personal Assistant/Admin*

Oct 2021 – to present

- Carryout the directives of the Manager and ensure that all personnel comply with such directives.
- Ensure the prompt and effective implementation of any corrective action to be taken in your department.
- Prepares quotations against scaffolding enquiry from various clients.
- Attends telephone calls, screening and directing calls to other employees, providing basic information to callers and visitors and sorting incoming mails.
- Authorized to receive all company emails and forward them to the concerned employees.
- Maintains and update the personnel files of all employees.
- Maintain the Contracts and Job files for clients and collect the LPO from them.
- Assist the Site Operational requirements such as arranging Passes, correspondences, vehicle / Labour Camp maintenance, Materials transfer among company branches in GCC etc.
- Arrange the insurance such as Health, Company-owned vehicles, Workmen Compensation etc. and it's renewal.
- Arrange the office equipment and its repairs, stationery etc. as and when it requires.
- Prepare required pre-qualification documents as and when required by GM/RGM.
- Carry out other duties instructed by top managers such as office correspondences, hotel booking for business clients and visitors.
- Support and assists PRO needs for visa transactions, renewals, gate passes applications, etc.
- Support and assist QHSE department for any required documents (trainings, MSRA, audits, etc)
- Arrange timecards/timesheets of employees

### **NASS Contracting Company WLL**

Dubai, United Arab Emirates

*Personal Assistant/Admin*

Sept 2018 – Oct 2021

- Act as the key contact and reports to Regional Manager.
- Organize project monthly meetings (internal and external).
- Draft correspondences, minutes, agenda as advised by Manager
- Maintain Manager's calendar, schedule meetings, etc.
- Answer phones – screen / handle routine and / or noncritical item.
- Arrange travel plans / business trip.
- Maintain files / logs according to company policy.
- Distribute and / or handle items not requiring Manager's attention.
- Responsible for day-to-day incoming emails and business correspondence.
- Liaise with subcontractors / suppliers (cheque status, invoice status, etc.).
- Maintain and logs accounts related matters (cheques, LC, invoices etc.).
- Consolidates HSE and QAQC Monthly reports
- Provided support to staff and line manager on HR related issues
- Database Management - updated company documents including policies and procedures;
- Updated Staff & Workers Files.
- General administrative work (time cards, leave requests, etc.)

**Drake & Scull International PJSC**  
International Media Production Zone  
Dubai, United Arab Emirates

*Personal Assistant to Group CEO, COO, Commercial Director,  
Managing Directors*  
June 2015 to June 2018

*Administrator to Regional Manager*  
Feb 2015 to June 2015

*Executive Secretary to Project Director*  
Feb 2005 to Feb 2015

- Reports and provides personal assistance to C-Level managers
- Maintain/set-up sophisticated filing systems as per company policy.
- Liaising with Clients, VIP Guests both locally and globally.
- Organize meeting and agendas.
- Answer phones - screen/handle routine and/or noncritical item.
- Arrange travel plans both business and personal trips.
- Process visa applications for both, personal and business trips.
- Maintain CEO, COO and Commercial Director's calendar, schedule meetings, etc.
- Process incoming mails; open, stamp, sort for priorities. Filing of correspondences.
- Responsible for the day-to-day incoming emails and business correspondence.
- Distribute and/or handle items not requiring Manager's attention.
- Coordinate and process general administrative work (time cards, leave requests, etc.) for CEO approval.
- Manage various approval requests to Chief Executive Officer on daily basis via ERP system.
- Daily filing all incoming and outgoing correspondences.
- Responsible for the time attendance register.
- Making sure that various levels of information received and circulated.

**Arabian Dreams Real Estate**

Umm Suqiem Building, Dubai, United Arab Emirates  
*Receptionist / Secretary*  
Oct to Dec 2004

- Reports directly to the CEO;
- Answers telephone calls;
- Assist Clients and give the new listing of property buying and rentals;
- Communicates to Clients thru emails for the inquiries and other matters;
- Prepares contracts and keys for the Clients once finalized to rent or buy the villas, apartments, warehouse, etc.

**Veterans Memorial Medical Center**

(Department of Otorhinolaryngology – Head & Neck Surgery) Quezon City, Philippines  
Oct 2002 to Sept 2004

*Hearing Air Specialist/Audiology Technician*

- Reports directly to the ENT Department Head;
- Logs patient's history and results,
- Examines the patient with care; Forwards examinations to the doctors once completed;  
molding of clay if necessary or as per doctor request.

### *Medical Secretary*

- Assist doctors and hospital heads with office works, patients, etc.;
- Assist patients with their room assignment and other needs;
- Compiling medical charts; Recording past and present medical records of patients;
- Schedule checkup appointments and medical appointments for patients;
- Receive and send documents and test results to appropriate staff;
- Answer telephone calls, encode details and transfer to an appropriate destination;
- Perform bookkeeping duties like keeping receipts, prescriptions and other important files;
- Interview patients with their condition before passing to doctors.
- Transcribe recorded messages to and doctor's diagnosis to medical records; Assist to weekly programs for laryngectomy patients

### **Adventure Videos, Inc.**

Ortigas Center, Pasig City, Philippines

*Customer Service / Secretary*

May 2000 to Aug. 2002

- Reports directly to the General Manager;
- Answers incoming calls; Responsible for handling all correspondences (incoming and outgoing); Encoding of all DVDs, VHS, etc. once received from supplier;
- Arrange Daily Sales Report;
- Prepare timecards for the staff monthly

### **Lomibao Emergency Clinic**

Zabarte Road, Novaliches, Quezon

City, Philippines

*X-ray Technologist*

Nov. 1998 to May 2000

- Reports directly to the Manager;
- Logs/encodes patient's history and diagnosis;
- Examines patient as per the request.
- Responsible in handling patient during examination / procedure.
- Develop the film once examination finished by using manual developer.
- Ensures that no artifacts can be seen once it developed.

### **San Jose Family Clinic**

San Jose Del Monte, Bulacan, Philippines

*X-ray Technologist*

Aug. 1998 to Nov. 1998

- Reports directly to the Manager;
- Logs/encodes patient's history and diagnostic;
- Positions the patient as per the request examination;
- Responsible in handling patient during examination/procedure