



PRECY



MBA

OPERATIONS & ADMINISTRATIVE

CONTACT



EDUCATION



Master's Degree 2018-2020

Masters in Business Administration

SKILLS

LEADERSHIP

NEGOTIATION & PROBLEM
SOLVING

TIME MANAGEMENT &
CUSTOMER RELATIONSHIP
MANAGEMENT

COMMUNICATION &
INTERPERSONAL

SUMMARY

Highly motivated Asst. Operations Manager with more than one year of experience in managing different accounts, client retention, personnel management and quality management.

Experienced and efficient in performing administrative task and providing administrative support with 9 years experience in the Administrative Department.

EXPERIENCE

ASSISTANT OPERATIONS MANAGER



March 23,2022-Present

- Head of the Quality Assurance Program of the company.
- See that Inspection Program is consistently maintained.
- Evaluate Inspection Reports.
- Handles different types of Industry especially on the Healthcare industry.
- Give support and assistance to the 12 Account Officer which handles different accounts.
- Develops and maintains positive relationship with clients.
- Attend client meetings to understand needs and requirement.
- Conduct Internal Audit within the company.
- Monitors and prepare ISO requirement.
- Conduct trainings to Personnel.
- Work closely with all other Departments.

ASST. ADMINISTRATIVE/OFFICE MANAGER

[REDACTED]

[REDACTED]

June 2017- March 12,2022 (4+ years)

- Manages office operations alongside the Office Manager.
- See to it that office policies, initiatives, and programs including office health and safety are implemented properly according to Company Objectives.
- Maintains confidential, vital, and general files and records, circulars, memorandum, orders and other papers and documents.
- Ensures administrative tasks are completed correctly and on time, including filing, scanning faxing and emailing.
- Coordinate with Administrative/Office Manager in different activities such as ordering supplies and arranging and scheduling of meetings.
- Provide administrative support to executive staff members by answering phones and greeting of clients.
- Manage negotiations with suppliers and service provider.

ADMINISTRATIVE/OFFICE SUPERVISOR

June 2014 - June 2017 (3 years)

ADMINISTRATIVE/OFFICE STAFF

May 2012 - June 2014 (2 years)

[REDACTED]

[REDACTED]

- Greet clients and visitors. Answers telephone calls, response to emails of the clients and suppliers.
- Supervise the activities for Administrative Department and maintaining confidential, vital, and general files and records, circulars, memorandum, orders and other papers and documents of the company.
- Supervise Administrative Staff Department to ensure operational excellence in the performance of assigned tasks and address issues and concerns in a timely fashion.
- Educate Administrative Department Team on best practices, company policies and service excellence standards.
- Monitor and maintains supply inventory and office equipment. Ordering office supplies.
- In charge with the company's barcode system. Prepare new product catalog for sampling to different stores nationwide. Prepare invoices for deliveries.
- Making presentations of reports.

TRAININGS

Sales Management-Business Ethics & Sales

[REDACTED] UK Certified

Supply Chain Management & Capacity Planning

[REDACTED] UK Certified

Business Management

[REDACTED], UK Certified

Human Resource Management

[REDACTED] UK Certified

PERSONAL INFORMATION

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

REFERENCE

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

I hereby certify that the above information is true and correct to the best of my knowledge and beliefs.

Precy [REDACTED]

Applicant