



AGATA CRISTY PUNZALAN

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Muraqqabat, Dubai U.A.E

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Work Experiences

Career Objective

To be an integral part of a company wherein I can use and impart my knowledge and skills that I have acquired thru my work experience and to have not only professional but a personal growth as well.

Qualifications

- Extensive experience with Internet Exploring and Microsoft Office
- Time and Project Management (Capable of working under stress, long hours and multitasking)
- Willing to do field assignments and Can work independently as well as with the team
- Flexible and can work with minimal supervision
- With excellent oral, written and interpersonal communication and organizational skills
- Sales and Marketing
- Record Keeping
- Mail Handling

Highest Educational Attainment

BACHELOR OF SCIENCE IN COMPUTER ENGINEERING
in AMA COMPUTER COLLEGE PHILIPPINES

Personal Profile

Birth Date: August 27, 1979
Nationality: Filipino
Religion: Roman Catholic
Marital Status: Married
Language Known: English, Filipino

HR Manager

February 2020 – Up to Present

FN Cleaning Services/ FD Contracting LLC- Dubai, UAE

Responsibilities:

- Prepare Invoices, Receipts, Payroll and Salary of employees
- Prepare Quotation, Contract Agreement, Offer Letter
- Documents financial transactions by entering account information
- Maintains accounting controls by preparing and recommending policies and procedures.
- Summarizes current financial status by collecting information; and other reports
- Follow-up for collection
- Organizing travel arrangements for staff.
- Record customer/clients details and details of transaction
- Obtain contact details of potential customers/clients from sources including telephone directories
- Prepare reports time to time and submit to the management.
- Look for potentials clients or new projects.

MARKETING SPECIALIST

March 2018 – January 2020

Kermalk Facilities Management Services LLC - Dubai, UAE

Responsibilities:

- Handling social media pages responding to applicants inquiries, direct marketing, assist in the preparation and organizing of events
- Prepare administrative reports and handle office correspondence
- Provide inputs and ideas to the marketing team on how to pursue a potential client.
- Ensure clients satisfaction during every interaction.
- Documents expenses and hand in report
- Performing other duties when needed

EXECUTIVE SECRETARY cum ADMIN ASSISTANT

Oct 2018 - February 2019

Perfect Idea International Consultancy - Dubai, UAE

Duties and Responsibilities:

- Provide direct administrative support to the Managing Director and indirect support to the Executive Management and its Committees.
- See the Director's diary which includes the meetings with the various Department Heads, clients as well as other staff appointments and assisting any unscheduled appointments.
- Documents expenses and hand in report
- File and update contact information of employees, clients and external partner
- Filter telephone calls and respond to each accordingly (outgoing/incoming calls)

SUPERVISOR ENGINEER

March 2016 – May 2018

Nidec Subic Philippines Corporation- SBMA, Philippines

Responsibilities:

- Performed work standard, failure analysis of defectives, checking introduction of new/remodeled equipment, checking introduction of new/ changed work
- Gathered data during trial and mass production and the initial fluctuation period
- Investigated trouble factors in introduction of new / remodeled equipment/s
- Prepared, checked and submitted customer required reports and documents
- Daily monitored, updated and input of critical parameters, production yield and customer claims
- Investigated and analyzed of the claim issued by Customer
- Prepared Weekly/Monthly Quality Meeting Report for Customer
- Reviewed and checks 5M applications and changes in production line / process
- Prepared 8D report and CACs
- Monitoring effectiveness of quality equipment

SALES CLERK/CASHIER

June 1996 – December 1999

Northwest Construction Supply - Philippines

Responsibilities:

- Greet customers when they arrive at the store and ask with the if they need Assistance and provide them with the information on their requires products.
- Inventory using stock taking
- Received cash and checks payments and record the amount received
- Count money in cash drawers at the beginning and end of shifts