

RHODORA “Rhodz” CHUA

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SUMMARY:

Top-notch assistant with over 20 years work experience in diversified roles. Highly proficient in computer and dependable with positive attitude and strong work ethics. Desire to resolves issues and handle customer complaints. Manage events and exhibitions from A to Z in a cost-effective way. Comfortable dealing with people and employees at all levels in organization. Versatile and quick learner. Great business rapport with clients, suppliers and contractors.

SKILL HIGHLIGHTS:

- Negotiation
- Quality Assurance
- Goal Achiever
- Sales and Marketing
- Event Management
- Time Management
- Travel Management
- Property and Real Estate Management

EXPERIENCES:

Al Shoumoukh Group - Mussafah, Abu Dhabi, UAE, 06/2012 – Present (Total of 6 ½ Years)

Executive Assistant/Events Manager

EXECUTIVE AND PERSONAL MANAGEMENT SUPPORT

- Undertakes research, prepares reports, presentations and other correspondences for and in behalf of the Chairman.
- Provides solicit and unsolicited advice to the Chairman after thorough study relating to company and other business opportunities (i.e. real estate).
- Manages Chairman' schedules, appointments and travel arrangements.
- Screens phone calls to support effective time management of the Chairman.
- Prepares meeting agenda, record, and distribute minutes of meetings.
- Vendor point of contact for travel-related, hotels, marketing materials and exhibitions.
- Reviews agreement and contracts for Agency, Joint Ventures, Tenancy and Sponsorships prior to Chairman's approval.
- Manages properties for rent and handles maintenance requests for the company, other owned and rented out properties, and chairman's personal villas.
- Part of the team for acquiring new business and properties.
- Ensures rental fees are invoiced and collected from tenants.
- Ensures sponsorship fees are invoiced and collected from sponsored companies.
- Company's original documents custodian.
- Manages travel arrangement of Chairman's family members and personal staff.
- Manages the admissions and other school requirements of Chairman's children.
- Manages Chairman's private yacht, staff, and other related matters.
- Handles requests for sponsorships, advertisements, financial assistance, charity and/or Zakat Fund.
- Works in accordance to HSE policies.
- Handles other tasks that may be assigned by the Chairman and willingness to work 24/7.
- Provides administrative support to the new CEO.
- Manages schedule of the new CEO.

EVENTS MANAGEMENT

- Plans event from start to finish according to requirements, target audience and objectives.
- Prepares budget and ensure adherence.
- Invites partners to participate.
- Sources and negotiates with vendors and suppliers.
- Liaises updates with management, colleagues and co-exhibitors.
- Leads promotional or marketing activities for the event.
- Coordinates hotel bookings for the company and its guests.
- Supervises exhibition stand build-up and ensure compliance to the agreed contract and requirements.
- Ensures event or exhibition runs smoothly.
- Manages the daily operation of the exhibition from daily maintenance, food and refreshments, and other marketing materials needed during the show.
- Prepares report of the event's success and/or meetings personally attended.

COMPANY'S EVENTS and EXHIBITIONS SUCCESSFULLY ACCOMPLISHED:

1. Abu Dhabi International Petroleum Exhibition & Conference (ADIPEC) – ADNEC, Abu Dhabi, UAE for the years 2012, 2015, 2016, 2017, 2018
2. Al Shoumoukh Group's 25th Anniversary – Anantara Eastern Mangroves, Abu Dhabi, 2014
3. Egypt Petroleum Show at CICC, Feb 2017 and Egypt Petroleum Show at EICC on Feb 2018.
4. Al Shoumoukh Group's Iftar/Suhoor, Abu Dhabi – Year 2012, 2014, 2015, 2016, 2017
5. Annual Get Together Dinner, Abu Dhabi – Year 2012, 2013, 2014, 2015, 2016, 2017
6. Dinner Gathering, Egypt – February 2017

CHAIRMAN'S PERSONAL EVENT:

1. Wedding reception of Chairman's daughter – Ritz Carlton, Abu Dhabi, UAE 2015

Global Water Bonsai Enterprises, Inc. – Cainta, Phils., 09/2011 - 03/2012 (Total of 7 months)

Sales & Marketing Manager

Manages the sales of the company's products and services by continuous market research and implementing targets and objectives. Leading sales team and employees to achieve set targets by providing strategies and action plans. Representing the company especially in closing big transactions. Working one with the team.

ACCOMPLISHMENT: Contributed average of 20% increase in monthly sales.

Emirates Printing Press, LLC – Dubai, UAE, 02/2009 – 03/2011 (Total of 2 years and 1 month)

Sales Executive, 10/2009 – 03/2011

Sales visit, product presentation, establishing new business, maintaining relationship with clients, post-sales service, handling customer complaints, attending exhibitions and conferences, prospecting, setting and achieving sales targets, giving product advice, negotiating terms of sales and closing sales.

ACCOMPLISHMENT: Contributed nearly AED 2,000,000 increase in Sales in a year of service despite the bad economic situation and high competition.

Customer Coordinator, 02/2009 – 09/2009

- Liaising with customers; providing information in answer to inquires about their job order.
- Entering data of job order in the job docket system and submitted it to our department manager for approval.
- Coordinating with the designer and supervisor in prepress department regarding job requirement.
- Requesting and encouraging customer to come for press approval. Otherwise, signed and approved final low or high resolution proofs will be considered basis for final printing.
- Informing despatch department of the delivery schedule of the finished job as preferred by the customer.

Online/Direct Selling, 09/2004 – 01/2010 (Total of 5 years and 5 months)

Entrepreneur/Direct Seller (Self-employed)

Continuously doing market research and business development. Operates the business on a day-to-day basis with short and long-term goals and ways to achieve them. Ensures timely delivery of products ordered. Mainly responsible and hands-on with entire operation including financial of the direct selling or distributorship business.

The Creative Response Co., Inc., Makati City, 09/2000 – 02/2003 (Total of 1 year and 6 months)

Media Assistant/Finance Officer

- Responsible for maintaining and keeping financial records and reporting systems of the company. Accounting analysis and reports and performs related duties as assigned.
- Supports Media Supervisor or Buyer with the day-to-day duties involving planning, evaluating, and buying advertising media -- TV, radio, newspaper, magazines and other print ads.

Other work experiences: (Total of 8 years and 6 months)

Cravings Bakeshop & Rest.

Accounting Office, Quezon City

06/1999 – 02/2000

Accounts Payable Officer

NVPAS Recapping Co., Inc.,

Caloocan City

02/1999 – 06/1999

Accounts Payable Clerk

Loyola Consolidated Plans

(formerly Loyola Education Systems, Inc.)

12/1997- 03/2005

Part-time Sales Agent (while in college)

EDUCATIONAL BACKGROUND:

Bachelor of Science in Accountancy

University of the East, Caloocan City – 03/1998

OTHER SPECIAL COURSE:

Junior Secretarial

Cora Doloroso Career Centre, Makati City – 02/1994

ACHIEVEMENTS AND HONORS:

- Dean's Lister, 1st Semester SY 1994 – 1995 University of the East
- Ms. Ambassador of Goodwill – JPIA, SY 1996 – 1997 University of the East
- Most Outstanding Student – Cora Doloroso Career Centre

CIVIL SERVICE GRADE:

85.14% (Taken last April 22, 1999), Exam No. 041251WE, Certificate No. 97-100638

TRAININGS AND WORKSHOPS:

- Communication and Interpersonal Skills by Select Training and Management Consultancy LLC on November 27 & 28, 2013 at Sheraton Khalidiya, Abu Dhabi
- Management Skills for Admin Professional by Select Training and Management Consultancy LLC on August 17 – 19, 2014 at City Seasons Hotel, Abu Dhabi
- Introduction to VAT by DIBM Training & Consultancy on June 6, 2017 at Al Shoumoukh Industries

DRIVING LICENSE:

UAE License No. 1574746 (valid til 29 April 2020)

UP TO DATE PASSPORT:

Passport No. P2474126A (valid til 24 March 2022)

LANGUAGE PROFICIENCY:

English and Filipino

CHARACTER REFERENCES:

Available upon request.