



MA. ANJELYN BULANHAGUI

OFFICE ADMINISTRATION

Block F, 7even Bldg. DIP1, Dubai,
United Arab Emirates

4971 50 769 2137

maibulanhagui1234@gmail.com

ABOUT ME

I am committed to continuously honing my skills and leveraging my talents to contribute meaningfully to your team. My focus is on delivering high-quality service that aligns with the company's objectives, ensuring that together we can achieve our shared goals. My dedication to professional growth and excellence makes me a valuable asset to any organization seeking to drive success through collaborative and skilled team members.

EDUCATION

**BACHELOR OF SCIENCE IN
INFORMATION
TECHNOLOGY**
University of Batangas /
2015

SKILLS

CREATIVITY

PROJECT MANAGEMENT

PROBLEM SOLVING

LEADERSHIP

COMPUTER LITERATE

FAMILIARIZE WITH WEB BROWSING
AND TROUBLE SHOOTING

PROFICIENT IN MS OFFICE
APPLICATION

LANGUAGES

ENGLISH

TAGALOG

WORK EXPERIENCE

DHOOH AL ABYATH
TECHNOLOGIES EST.
ARENCO BLDG 3,
DIP1
Jun 2023 - Present

ADMIN EXECUTIVE

Facilitated HR processes by assisting with recruitment and onboarding initiatives. Supported cross-departmental project execution to enhance organizational efficiency. Streamlined calendar management, optimizing operational workflows. Aided HR in efficient recruitment. Supported cross-department project tasks. Managed complex calendar ops

SIMPLY HEALTHY
CATERING SERVICES
LLC
Al Hudaiba
Oct 2019 - May 2023

ADMIN CUM SECRETARY

Answering incoming calls; taking messages and redirecting calls as required. Dealing with email enquiries. Diary management and arranging appointments, booking meeting rooms and conferences. Data entry (sales figures, property listings etc.). General office management such as ordering stationary.

V&F ICE PLANT AND
COLD STORAGE
Jan 2017 - May 2019

SAP ENCODER

Maintaining computer systems and customer support in relation to systems used by a particular company. Preparing reports and developing long-term strategies for the SAP team. Entering accurate data while following all regulations and maintaining confidentiality.

SOPHIE PARIS
PHILIPPINES
Sep 2015 - Jan 2017

SALES COORDINATOR

Utilize company resources to develop a filing system that keeps all active sales files available. Ensure the inventory of custom sales such as brochures and presentation folders is always up to date. Act as the primary customer service contact for clients who have questions about their accounts or our products.