



# ARIELLE C. BUENSALIDA

## WORK EXPERIENCES

**ILAF TRADING DMCC**  
**LAKE CENTRAL TOWER, 1608**  
**MARASI, BUSINESS BAY**  
**DUBAI, UNITED ARAB EMIRATES 00000**  
**ADMINISTRATIVE SECRETARY**  
**2023 - 2024**

## PROFILE

Experienced Administrative Officer with a history of working in the **UAE for 6 years** specializing in various administrative roles. Transitioned to **Human Resources for 3 years**, gaining valuable insight.

## CONTACT

**PHONE:**

+971-55-795-2747

**ADDRESS:**

AL DIYAFAH, DUBAI, UAE

**LINKEDIN:**

<https://www.linkedin.com/in/arielle-buensalida/>

**EMAIL:**

[yhengbuensalida10@gmail.com](mailto:yhengbuensalida10@gmail.com)

## SKILLS

- Solid communication skills both verbal and written.
- Multitasker
- Interpersonal skills
- Technical skills
- Administrative Support
- Good organizational skills
- High degree of multi-tasking abilities and time management capability.
- Ability to work under pressure and with less supervision.
- Capacity to learn fast and able to use newfound knowledge concisely and accurately.

- Provide comprehensive administrative and secretarial support to the CEO
- Manage and organize schedules, appointments, and travel arrangements
- Prepare, edit, and format correspondence, reports, and presentations
- Handle confidential information with utmost discretion
- Coordinate and facilitate meetings, including preparing agendas and taking minutes
- Assist in project management and follow-up on tasks and deadlines
- Conduct research and compile data as needed for decision-making
- Liaise with internal and external stakeholders on behalf of the CEO
- Perform additional duties as required to ensure the smooth operation of the executive office
- In-charge of ISO application & renewal process.
- Handles DMMC PORTAL account for processing visas & other documents required by the employees.
- Providing clerical and administrative support to Human Resources Executives.
- Supporting all internal and external HR-related inquiries or requests.
- Handles petty cash, office management, and maintenance requirements.
- Responsible for employees' requests and requirements like issuing company mobiles, laptops and sim cards, parking cards, access cards, business cards, office supplies, etc.
- Updating service charges for all the unit property of the CEO.
- Collecting invoices for all utilities, such as DEWA, ETISALAT, DU, ZENNER, and LOGIC UTILITIES, and forwarding them to the person in charge for payment.
- Coordinate with outsourced service providers companies such as Pest Control, outsourced cleaners, courier companies, suppliers, etc.

**SEGALINE SHIPPING COMPANY DMCC**  
**PLATINUM TOWER, CLUSTER I**  
**JUMEIRAH LAKE TOWERS**  
**DUBAI, UNITED ARAB EMIRATES 00000**  
**HUMAN RESOURCES SECRETARY**  
**2020 – 2023**

- Ensure exceptional customer service skills, over the phone and face to face, and update the company phone directory by keeping a record of all the incoming calls in the call log sheet.
- Maintaining accurate and secure employee records and managing employee benefits and health insurance.
- Providing clerical and administrative support to Human Resources Executives.
- Compiling and updating employee records ( hard and soft copy ).
- Supporting all internal and external HR-related inquiries or requests.
- Prepare tenancy contracts, letters, and other documents related to Owner's Property.
- Keep track of important documents such as service agreements, company files, and documents of Tenants Labor Camps, Flats, and Warehouse of the Landlord.
- Managing Tenancy contracts and preparing EJARI.
- Handles and prepares confidential documents.
- Managed mail, drafted documents and correspondence, sent quotations, invoices, and purchase orders, and created templates.
- Organize the CEO's business travel schedules well in advance, visas, flights, hotel booking, cars, etc.
- Keep track of payments and deadlines daily like DEWA bills, Postpaid, etc. as well as the company's expenses.
- Coordinate with outsourced service providers companies such as Pest Control, outsourced cleaners, courier companies, suppliers, etc.
- Responsible for employees' requests and requirements like issuing company mobiles, laptops and sim cards, parking cards, access cards, business cards, office supplies, etc.
- Handles petty cash, office management, and maintenance requirements.

**THE GROOMING COMPANY**  
**1847 JUMEIRAH EMIRATES TOWERS**  
**DUBAI, UNITED ARAB EMIRATES 00000**  
**FRONT DESK RECEPTIONIST**  
**2018 – 2020**

- Greeting / welcoming clients and visitors from the front desk.
- Handles petty cash, office management, and maintenance requirements.
- Answering calls, taking messages, and handling correspondence.
- Manage staff schedules and outsource cleaners.
- Responsible for employees' requests and requirements like vacation leave, issuing NOC, retail uniforms, etc.
- Inventory stocks and requisition of new products.
- Attending to the needs of the clients.
- Serving coffee and tea to the clients.
- Scheduling appointments/booking of the clients.

**SHE BURGER LLC**  
**DAR WASL**  
**DUBAI, UNITED ARAB EMIRATES 00000**  
**PAR TIME FOOD RUNNER**  
**2018**

- Greeting / welcoming customers and assisting them to their table.
- Taking orders.
- Answering calls, taking orders.
- Cleans and prepares dining area.
- Serving food to the customers.
- Prepares bills and process payments.
- Ask for customer feedback.

## EDUCATION

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### **JOHN B. LACSON FOUNDATION MARITIME UNIVERSITY**

M.H - DEL PILAR STREET, MOLO, ILOILO CITY 5000  
2010 - 2011

**Bachelor of Science in Cruise Ship Management**

### **ST. THERESE MARITIME TRAINING CENTER – COLLEGES**

M.H - DEL PILAR STREET, MOLO, ILOILO CITY 5000  
2012 - 2016

**Bachelor of Science in Hotel & Restaurant Management**  
**Major in Cruise Line Services**

## TOUR & SEMINAR ATTENDED

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### **2GO ST. LEO THE GREAT**

**2GO TRAVELS SHIPPING LINES- PHILIPPINES**  
**PASSENGER CARGO SHIP**  
**CAPROTEC CORPORATION**  
**BACOLOD CITY**  
**1 DAY TOUR (2012)**

- The main aim of the familiarization training is to make the new crew aware of important safety procedures that are to be carried out on ships while working or during an emergency. It is the duty of the officer in charge of the training to train the new crew regarding Instructions on Safety Life at Sea (**SOLAS**) and Marine Pollution (**MARPOL**).

### **SEMINAR (2013)**

**APPRENTICE by EXPERIENCE (APEX)**

**2GO ST. MICHAEL THE ARCHANGEL**

**2GO TRAVELS SHIPPING LINES- PHILIPPINES**

**APPRENTICE EXAMINATION PASSER (2015)**

- The apprentice seminar prepares students to start their seafaring career with entry-level positions in any department on board.
- Apprenticeship seminars provide a platform for individuals to gain practical skills and industry-specific knowledge while working alongside experienced professionals.

## TRAINING ATTENDED

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### **BASIC SAFETY TRAINING (BST)**

**SAFETY OF LIFE AT SEA (SOLAS)**

**ST. THERESE MARITIME TRAINING CENTER**

**TAN PAEL, TIGBAUAN, ILOILO**

**7 DAYS TRAINING (2014)**

- Personal Survival Techniques. – (2 DAYS)
- Fire prevention and firefighting. – (2 DAYS)
- Basic first aid. – (1.5 DAY)
- Personal safety and social responsibility. – (1.5 DAY)

**NAVIGATIONAL TRIP TRAINING**  
**2GO ST. FRANCIS XAVIER**  
**2GO TRAVELS SHIPPING LINES- PHILIPPINES**  
**PASSENGER CARGO SHIP**  
**CAPROTEC CORPORATION**  
**3 DAYS ONBOARD (2015)**

- Cabin Stewardess
- Housekeeping Attendant
- Front desk Officer
- Galley Utility Personnel
- Food and Beverages Server

**ON THE JOB TRAINING**  
**SMALLVILLE21 HOTEL**  
**SMALLVILLE COMMERCIAL COMPLEX**  
**DIVERSION ROAD, ILOILO CITY 50000**  
**200 HOURS HOTEL TRAINING (2016)**

- Customer Service
- Shadowing Employees
- Maintenance Staff
- Housekeeping Attendant
- Front desk Officer
- Kitchen Personnel
- Food and Beverages Server

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**CHARACTER REFERENCES**

**Mr. Phillip Raeymarkers**  
**General Manager**  
**Segaline SA DMCC**  
[phillipraeymarkers@segaline.com](mailto:phillipraeymarkers@segaline.com)

**Ms. Cara Gonzales**  
**Branch Manager**  
**The Grooming Company**  
[gonzacar00255@gmail.com](mailto:gonzacar00255@gmail.com)

**Ms. Ana Clarissa Doctolero**  
**Head Chef**  
**She Burger LLC**  
**+971 52 542 1029**

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**PERSONAL DETAILS**

**NATIONALITY:** PHILIPPINES / FILIPINO  
**DATE OF BIRTH:** MAY 10, 1995  
**LANGUAGE:** ENGLISH & TAGALOG  
**PASSPORT EXPIRY:** December 2031  
**VISA STATUS:** TOURIST VISA ( from cancelled visa )  
**VISA EXPIRY:** December 29, 2024

I hereby declare that the information I have provided on this CV is correct and true.

**ARIELLE C. BUENSALIDA**  
APPLICANT