



ANGIELEEN LOU F. SUSON

PROCUREMENT
ASSISTANT/ACCOUNTING
ASSISTANT/OFFICE
ADMINISTRATIVE /
RECEPTIONIST

CONTACT

Address:

Al Nahyan Camp Abu Dhabi

Email Add.:

angie.ae@gmail.com

Mobile #: +971509581062

TERTIARY EDUCATION

Bachelor of Science in Hotel
and Restaurant
Management

Graduate: 2015

Green Valley Foundation
Inc.

Koronadal City, South
Cotabato Philippines

PROFILE

- ❖ Administrative jobs Data Entry, confidential and non-confidential Documentation, Quotations, Clearances, Works Orders, and Client Relations.
- ❖ Excellent to operate web pages, e.g.: Vendor Café portal, SAP Ariba portals and Mc Ledger Online Bookkeeping portal.
- ❖ Excellent in administrative and clerical procedures, giving accurate and detailed information.
- ❖ Proficient user of MS Word, MS Excel, operates office equipment Photocopy machine, scanners

SKILLS

- ❖ Computer Skills (Excel, Word PowerPoint,) and Emails: Outlook, Gmail, WhatsApp, Webpage (Vendor Café, SAP Ariba portals and Mc Ledger Bookkeeping portal)
- ❖ Good Communication Skills, Ability to work under pressure, Time Management, Self-Motivation, Initiative, Fast Learner.
- ❖ Filing/ Paper Management, Good Typing skills, able to meet deadlines, Data Entry, Research and Analysis, Telephone skills, Good Numerical skills.

WORK EXPERIENCE

Office Administrator – Al Jeel Valley General Maintenance, Abu Dhabi UAE
May 18, 2023 - Present

- ❖ Monitoring emails, SAP Ariba, and Vendor Café from time to time and updating Building inspection, Invoices, Payments, Work orders, and Civil Maintenance reports to the Database and monitoring pending jobs due dates and suppliers' orders.
- ❖ Submitting proposals/Tendering, participating in bidding on the job/works via SAP Ariba and ADCP Portal, or submitting directly to the Head office of the ADCP.
- ❖ Communicating to the manager and supervisors in the field for the maintenance reports, quotations, work orders and all related to the works
- ❖ Maintaining accounting documents and records.
- ❖ Process work orders, invoices, Petty cash, ordering materials, quotations requests, clearances Suppliers' cheque payments.
- ❖ Assist in reconciling financial accounts and statements to ensure they align with company records.
- ❖ Prepare quotations and cost schedules.
- ❖ Prepare material submittals and technical requirements for approval.
- ❖ Prepare all the documents needed for the Application for CNIA Passes and Health Insurance Cards
- ❖ Provide secretarial support by entering, formatting, and printing information; organizing work; answering the telephone; relaying messages; maintaining equipment and supplies.
- ❖ Ensures that the company's Cars and Machines (License and Insurance) and employees (Passport/Visa, Emirates ID, Labor Card, and Health Insurance) are renewed before their expiration date.
- ❖ Performs other duties as needed.

Secretary – RYAN MANPOWER AND ENGINEERING WORKS, Koronadal South Cotabto, Philippines November 2014 – October 2018

- ❖ Consolidating Weekly Reports and Monthly Reports.
- ❖ Monitoring Agri-Services Contracts and Billings.
- ❖ Keeping detailed records of all aspects of the works and putting the records into monthly statements/reports.
- ❖ To maintain clarity and precision in all incoming / outgoing calls logged them properly.
- ❖ Ensures that the company's cars and Machines (License and Insurance
- ❖ Keeping Monthly dues for Phil health, SSS, Pag-ibig for the employees.

Office Clerk (Agriculture Department) - Dole Philippines Tupi, South Cotabato, Philippines June 2013 – November 2014

- ❖ Encoding of Agri-Services Survey in Banana Information System.
- ❖ Encoding Field reports in Microsoft Excel.
- ❖ Keeping detailed records of all aspects of the works and putting the records into monthly statements/reports for the client
- ❖ Ensure that the works are within the legal requirements of the contractors under Agri-Services Department.
- ❖ Consolidating Reports Weekly and Monthly.
- ❖ Monitoring Agri-Services Contracts and Billings.