



# SAHARA MIRANDA

Administrative /Office Management

## OBJECTIVES

To secure a challenging administrative and receptionist position, where i can leverage my experience in Food Safety Inspection and Quality Assurance/Control and organizational skills to contribute to the efficiency of a dynamic team and enhance overall office operations.

## PERSONAL INFORMATION

+971 556892317  
saharamiranda571@gmail.com  
Port Saeed Deira, Dubai,  
United Arab Emirates  
Partner Visa  
Filipino

## EDUCATION

### Reception and Office Management

Filipino Academy Institute  
Dubai, United Arab Emirates 2024 - Current

### Microsoft Office, MS Excel, PowerPoint, MS Word Outlook

Learnovative Institute  
Dubai, United Arab Emirates 2024 - Current

### Bachelor of Science in Fishery Technology

Zamboanga State College  
Zamboanga, Philippines 2003-2007

## LANGUAGE

- Tagalog
- English
- Arabic

## SKILLS

- MS Office (Word, Excel, Power point)
- Canva editing
- Time management
- Interpersonal skills
- Multi-tasking
- Quality control skills

## WORK EXPERIENCE

### RECEPTIONIST/ADMIN (Internship) SEPT. 2024

#### **Flint Culture**

Dubai Studio City, Dubai

- Greet client , staff and visitors.
- Operate telephone to answer calls and provide information take message and schedule appointment.
- Assist admin task and do work research on relevant company cultural post.
- Coordinate travel plan, itineraries and bookings.

### RECEPTIONIST/ADMIN(Internship) SEPT. 2024

#### **Chess Lab Club**

Sheikh Zayed Road , Alqouz Dubai

- Assist guess and visitors in a warm friendly manner and maintain daily log.
- Sign up membership, scheduling new member chess class and to all prospective members.
- Ensure the reception and areas are kept clean and tidy, ensuring all chess board are properly arranged in proper place.
- Assist and develop administrative process.

### OFFICE ASISTANT 2023 - 2004

#### **Abu Dhabi National Hotel Co.**

Airport Road, Abu Dhabi

- Maintain office equipment (supply)including inventory filling data entry.
- Promptly maintain office organization and cleanliness.
- Trained and complete additional task.
- Assist management with scheduling and coordination of activities.
- Greet and interact client to appropriate personnel.

### QUALITY CONTROL INSPECTOR 2021-2022

#### **BFC Corporation**

Zamboanga City, Philippines

- Check the quality of incoming and outgoing materials or products of a company, as well as the production procedures.
- Involves a tasks such as running tests, keeping a record of defects, analyzing products.
- Monitoring and overseeing procedures and reporting.

**FOOD SAFETY STAFF****2019– 2021****Mega\_Global Corporation**

Zamboanga City , Philippines

- Assist the Food Safety Manager with the day to day requirements of the Food Safety Department.
- Checking and monitoring the quality of daily received raw materials and company premises.
- Ensuring documentation report , problem solving as relates to food safety issues, and assisting compliance of HACCP, GMP, and SOP of the company Training junior staff.

**CASHIER****2017–2019****Fresh N' Famous Food Company**

Zamboanga City , Phillipines

- Serving costumer.
- Manage cashier, scanning food order on points of sale (POS).
- Handle cash transaction and provide change to customer.
- Managing cash remittance on daily basis.

**QUALITY ASSURANCE****2015 –2016****Ocean Canning Corporation**

General Santos City, Philippines

- Ensuring the production of quality products and compliance with industry standard.
- Organized and maintained detailed documentation of quality inspection results.
- Developed and implement quality control processes and procedures to ensure compliance with regulation.
- Conduct regular inspection of raw materials and finished product to ensure quality standard were met.
- Collaborate with production team to identify and resolved quality.