

Maria Teresita S. Caleon

Executive Assistant & Safety Officer



Summary of Qualification

- ❖ Over 10 years' extensive experience in front desk and customer service capacities
- ❖ Microsoft Office (Word, Excel, PowerPoint, Publisher and Outlook)
- ❖ In depth knowledge of maintaining office supplies and related inventory
- ❖ Well versed in data entry procedures and practices
- ❖ Strong interpersonal and communication skills
- ❖ Able to stand for extended periods of time.
- ❖ Knowledge of customer services practices
- ❖ Acquisitions and proper maintenance of the central records of office supplies.

About Me

Highly experienced Executive Assistant and Safety Officer with a strong knowledge of industry standards and proven track record. Excellent communication and organizational skills, along with a commitment to safety, Adept at managing executive calendars, facilitating meetings, coordinating travel arrangements, and ensuring regulatory compliance. Passionate, dedicated, and eager to excel.

Professional Experience

Jan De Nul (Phils.), Inc. (July 2022 – March 2023) Secretary cum Office and Transport Management

Key responsibilities:

- ❖ Provide excellent customer service.
- ❖ Maintains office services by organizing office preparations, controlling correspondence, reviewing and approving supply requisitions and monitoring clerical functions.
- ❖ Responsible in directing, coordinating, planning and overseeing tasks and operations involving transportation activities.

Quanta Philippines ROHQ (June 2019 – April 2022) Executive Assistant cum Safety Officer

Key responsibilities:

- ❖ Manage the calendar and schedule of Executive Officer to make certain that identified priorities are addressed in a timely fashion.
- ❖ Arranges corporate travel and meetings by developing itineraries and agendas; booking other transportation; arranging lodging and meeting accommodations.
- ❖ Reviews, proofreads, and formats all correspondence prepared for the President's signature to ensure accuracy and completeness, etc. as well as consistency with organizational policy.
- ❖ Maintains files used by the Executive Office and corporate files of the organization, modifying when necessary and applying company rules pertaining to retention and disposition.
- ❖ Responds to and handles confidential and sensitive information with poise, tact, and diplomacy.
- ❖ Conducting risk assessment and enforcing preventative measures Inspect premises and the work of personnel to identify issues or non- conformity.
- ❖ Stop any unsafe acts or processes that seem dangerous or unhealthy Oversee installations, maintenance, disposal of substances etc.
- ❖ Performs other duties as assigned and directed.

Educational Background

Bachelor of Science in
Psychology
Far Eastern University Manila
Year, 2016

Contact

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Al Diyafa, Mankhool.

LTFRB – NCR (June 2018 – February 2019)

Legal Secretary – Contractual Service

Key responsibilities:

- ❖ Preparing calendar of hearing and assisting the hearing officer.
- ❖ Encode and maintain an effective records of all received franchise applications.
- ❖ Issuance/releasing of notice of hearing.
- ❖ Perform other task as may assigned from time to time.

Quanta Philippines ROHQ (July 2012 – May 2018)

HR Admin Asst. cum Safety Officer

Key responsibilities:

- ❖ In depth knowledge of administrative and clerical protocols.
- ❖ Complete check requests and purchase orders.
- ❖ Assist HR with hiring procedures and related paperwork.
- ❖ Receiving and sorting of mails, deliveries and fax messages
- ❖ Answer phone calls and provide information on inquiries about posted jobs and accept job applications and schedules applicant interview.
- ❖ Oversee installations, maintenance and inspect premises and the work of personnel to identify issues or non-conformity
- ❖ Performs other duties as assigned and instructed.

Trainings and Seminars Attended

- ❖ 17th National Occupation Safety and Health Congress – DOLE- OSH – September 28-30, 2021
- ❖ Electrical and Fire Safety Training – IMPEDANZ ERTC – July 31, 2021
- ❖ Loss Control Management Training – PEME Consultancy – July 5-9, 2021
- ❖ 7S of Good Housekeeping - RTWPB-NCR DOLE – June 16, 2021
- ❖ SOPI 12th National Construction Safety Conference: Resiliency in Construction: Challenges Towards Economic Recovery – May 18, 2021
- ❖ Philippine National Red Cross Training – April 22-23, 2021
- ❖ 47th National Fire Safety Virtual Conference – March 25, 2021
- ❖ AmCham Philippines: Environmental Sustainability Summit Part II: Achieving Inclusive Growth in a Pandemic – September 22, 2020
- ❖ Solid Waste Management: Challenges and Opportunities in the Aftermath of the Pandemic –September 10, 2020
- ❖ PRWeek Convene COVID-19: Health & Well-being – June 18, 2020
- ❖ AmCham Philippines: State of Single-use Plastics in the Philippines – February 26, 2020
- ❖ Orientation for Certification for ISO 45001:2018 – November 18, 2019
- ❖ PCAPI: 40-Hrs Basic Pollution Control Officer Training – October 7- 11, 2019
- ❖ PEME: Basic Occupation Safety and Health Training – September 17-20, 2019
- ❖ AMOSH: Mandatory Eight-hour Safety & Health Seminar – September 10, 2019
- ❖ SOPI: Construction Occupation Safety and Health Conference – April 26-27, 2018
- ❖ SOPI: Construction Occupation Safety and Health Training – March 19-22, 2018
- ❖ Orientation for ISO Certification (ISO 9001:2015, ISO 14001:2015 & ISO 18001:2007) – Feb 12, 2016