



# MARY GRACE TAMIDLES GABAC

ADMIN / OFFICE WORK

## ABOUT ME

Dedicated and efficient professional with a proven track record in administrative roles. Possesses exceptional organizational skills and a keen eye for detail. A proactive problem-solver committed to optimizing operations, driving profitability, and fostering growth within the organization.

## SKILLS

- Organizational Skills
- Communication Skills
- Time Management
- Customer Service
- Attention to Detail
- Problem-Solving
- Computer Proficiency
- Adaptability
- Confidentiality
- Teamwork

## CONTACT

+971 50 515 1330

tamidlesmarygrace@gmail.com

Dubai, UAE

## WORK EXPERIENCE

### ACCOUNTING STAFF | Aug. 2021 – Jun. 2024

Local Government Office in the Municipality of Remedios T. Romualdez - Philippines.

Tasks:

- Supported the accounting department with clerical tasks.
- Typed, prepared, & maintained accurate accounting documents.
- Prepared bank advice for Land Bank of the Philippines to encash Treasury Office-issued checks.
- Submitted monthly voucher reports to the Commission and Audit Department.
- Assisted the municipal Accountant.
- Scanned agency-issued documents for future reference.

### RECEPTIONIST/CUM RESERVATION, OPERATION AND ADMIN | May. 2014 – Apr. 2017

Afridi Travels and Tourism LLC, Dubai - UAE

Tasks:

- Welcomed office visitors with a warm smile, offering water, tea, or coffee.
- Managed incoming calls, directing important ones to the appropriate personnel.
- Addressed inquiries about Dubai excursions via phone or email.
- Handled filing, photocopying, and scanning tasks.
- Verified availability before confirming bookings.
- Confirmed bookings for B2B partners and inputted them into our system.
- Managed Cobone and Groupon sites.
- Assigned drivers for Desert Safari, Dhow Cruise, and City Tours guests.
- Ensured timely pick-up of all guests by the drivers.
- Typed applications for Tourist, Employment, and Residence visas in EDNRD.
- Maintained files and DIB transaction records in our accounts ledger.
- Obtained entertainment permits from DTCM for performers at the Desert Safari Camp and Dhow Cruise.
- Applied for Seaman licenses from FTA and other licenses for the Yacht.

### BRANCH CONTROL OFFICER / BRANCH CASHIER | 2013 – 2014

Norkis Group of Companies - Philippines.

Tasks (Branch Control Officer):

- Oversaw branch compliance with company policies and procedures to safeguard assets.
- Handled customer inquiries and supported relations as needed.
- Assumed branch management duties in the absence of the Branch Manager.
- Managed branch records and ensured cleanliness and orderliness.
- Undertook additional tasks assigned by superiors.
- Conducted daily cash counts before branch closure.

Tasks (Branch Cashier):

- Managed all branch funds, ensuring their security and integrity at all times.

## PERSONAL

Date of Birth : March 03, 1991  
Nationality : Filipino  
References : Upon request  
Visa Status : Visit Visa

- Addressed customer inquiries and performed customer-related tasks.
- Safeguarded cashier's vault, office files, and records for future reference.
- Undertook additional responsibilities assigned by superiors as needed.

## EDUCATION

### DIPLOMA IN BUSINESS ADMINISTRATION MAJOR IN MANAGEMENT

Philippines

## LANGUAGES

English : Fluent  
Tagalog : Native