

Jasmin Gail Ronders

Dubai investment park

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Willing to relocate: Anywhere

Work Experience

Office Manager

DA Design & Construction-Dubai

October 2024 to Present

- Send and receive emails for the company
- Gather all the necessary documents and requirements for application of permits
- Update all the company documents and inform the PRO if there are license or permits that are about to expire
- Gather all the employees documents and update them
- Guard confidential information and files and compile them in company drive
- Order the office supplies and do basic troubleshooting of the office equipment
- Record minutes of meeting and the Scope of Work according to what was discuss
- Write and edit contract for the upcoming project according to the standard contract template

Accommodation Officer/ Supervisor

Maids.cc-Dubai

December 2022 to October 2024

- Ensure the smooth operation within the accommodation
- Manage the schedule of the accommodation staff and address their concerns
- Coordinate with other departments to provide the needed service and supplies for the accommodation
- Collaborate with other departments to improve the accommodation
- Work along with the accommodation manager to address immediate concerns
- Create a report to be submitted to the Upper management
- Find immediate solution in issues to prevent from escalation

Private Caregiver

Al Ateeq Human Resources-Ha'il

November 2019 to November 2022

Attend to immediate needs of an elderly patient, prepare meals, bath and give medication according to the physician's instruction. Maintain the cleanliness and organization within the patient's private space.

Caregiver

Injaz Al Kawder-Riyadh

April 2017 to February 2019

Attend the needs of a bedridden elderly patient. Prepare meals and medicines, giving bath, change diapers, maintain the cleanliness within the patient's private space. Check and record the patient's blood sugar, blood pressure and body temperature. Inform the family immediately if there are any issues or concern about the patient that needs to be addressed right away.

Lady Guard

Nuevo Supremo Security

February 2016 to December 2016

Agency

Implement the standard operating procedures and specific orders by the client within the area of responsibilities.

Check the safety and security of the people within the building and do strict inspection towards the people who

comes in and goes out the building. Make a detailed report of activities throughout the duty.

Education

Diploma

St.Joseph's College- Olongapo

June 2011

Secondary Education

Barretto National High School

March 2006

Primary

Sto.Tomas Elementary School Primary Education

March 2002

Skills

- Canva
- Google Workspace
- Procreate
- Microsoft Office

Languages

- English - Fluent
- Indonesian - Intermediate
- Arabic - Beginner
- Tagalog - Native

Certifications and Licenses

Basic Life Support Training

May 2024 to May 2026