


Vincent Paul Nacion



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An experienced, enthusiastic, focused, and fast-learning individual committed to growing and excelling in any field of the work environment. I am passionate about giving my very best in anything I do, enjoy working in a busy environment, and relish the challenge of managing a diverse workload. I can establish a supportive relationship with not only with my superiors but also with peers and my fellow workers all with the aim of promoting and reinforcing the vision of the company. I am fundamentally committed to good practice and innovation and who is very much a team player. Always engaged in continuous learning in order to broaden my knowledge and experience, I am confident, passionate, and enthusiastic about anything I do.

Work Experience



Administrative Assistant

Emirates Flight Catering

Airport Road Dubai

August 2021 to November 2022 (1 year, 2 months)

During my tenure, I was in charge of daily monitoring for F&B Airport Production, CCA and EXPO Departments, ensuring all required administrative requirements are met on a specific timeline.

Duties:

- Manage an active calendar of appointments; compose and prepare correspondence that is confidential.
- Communicate and handle incoming and outgoing electronic communications
- As an overall admin for Executive Chefs, ensuring all administrative duties and requirements are met as requested and on a specific timeline.
- Maintains payroll and attendance for 400+ employees of F&B Airport Production using TAS PAYROLL and TIMESHEET PLUS while liaising with HR for any employee concerns.
- Ensures 100% compliance of training for all staff, monitoring and coordinating with the L&D team for pending and ongoing training via IDEVELOP.
- Prepares presentations for various events being held within the department and as may be required.
- During EXPO 2020, oversees 3 junior admin ensuring all work are done correctly and in a timely manner.
- Communicates with clients (EXPO and CCA) through emails and phone calls, ensuring all their booking requirements are tracked and correct.
- Follow up with clients for payments and any necessary information needed.
- Liaised with different Pavilions/Venues for booked events ensuring all information is properly relayed to the concerned person.
- Served as the main point of contact for SevenRoom issues or bookings – was the one who set up SevenRoom for Tiaki - Zealand Pavilion Restaurant, New Zealand Meeting Rooms, and both Farrago Outlets at EXPO 2020.
- ERP (JD Edwards), Kronos, Coupa, Deputy Scheduling, Aloha NCR, SevenRooms, Canva Wix.



Administrative Executive cum Warehouse In charge

Uniform Express LLC

Al Kawaneej, Dubai

December 2018 to March 2021 (2 years, 2 months)

In charge of the day-to-day operation of the company ensuring all orders are met on a specified timeline, in charge of sourcing and procurement for daily consumptions and project-wise consumption while handling administrative duties, customer service, and overseeing logistics and warehouse department.

Duties:

- Serves as the main person in charge to meet all project timelines as prescribed and needed by the client. Responds to RFI and RFQs company as per the requirement of the client.
- In charge of the release of Job Orders to the Production Team ensuring that all necessary requirements of the LPO are addressed and clearly adhered to.
- Manages warehouse inventory and maintains the database. Coordinates and schedules the movement of products throughout the warehouse including storage and shipment of finished products.
- Implements daily production and shipping plan, arranging for excess stock to be stored in a warehouse. Manages daily flow of finished products by modifying storage space assignments.
- Confirms availability of items to be shipped by verifying inventory records or conducting inventories of required items.
- Identifies and reports slow-moving products and with approval, arranges for the removal of the product. Manually handles, repacks, or restacks pallets of the finished product as needed.
- Receives delivery from supplier locally and abroad (China India, Bangladesh, and Pakistan) ensuring quality and quantity is as per the required standard.
- In charge of procuring and sourcing materials and any such needed in the daily operations, project wise requirements of the company.
- Ensures all orders whether current or pending are met as per LPO. Manages SAP and Ariba accounts. Laisse with the sales team regarding sample requirements to be presented to their respected clients and ensure that the timeline is met accordingly.
- The main point of contact for special clients of our CEO such as Etihad, Erada, Dubai Customs, and DEWA to name a few.

Admin/Multi-media Executive



Richmont Masterbaker Center for Excellence in Baking and Pastry

Jumeirah Lake Towers, Dubai

December 2017 - December 2018 (1 year)

In charge of maintaining Social Media accounts such as Facebook, Instagram, Twitter, LinkedIn, and Company websites. Also serves as general admin and sales executive.

Duties:

- Demonstrate and provides information about our products and build good customer relations and services through our social media accounts.
- Continuously create a positive image and information of offered courses to prospected clients either by our social media accounts or personally.
- Manage, create and distribute brochures and flyers to source new sales opportunities for offered courses.
- Identify interest and understand customer needs and requirements and close out deals and build connections with customers for future sales opportunities.
- In charge of administrative duties and supporting the chef instructors on whatever is required like documentation and as may be required.



Sales Promoter/Merchandiser

Sabaa First General Trading LLC

Oud Metha, Dubai

December 2014 – December 2016 (2 years)

In charge of promoting and merchandising products in the biggest electronic stores in UAE. Learn continuously the market trends and plan action depending on the season for maximum sale output. (ECity - Al Wahda Mall, E Max – Dalma Mall & Yas Mall, Lulu Hypermarket – Al Wahda)

Duties:

- Demonstrate and provides information about our products and build good customer relations and services.
- Create a positive image and teach customers how to operate/use the products needed.
- Distribute brochures and flyers to source new sales opportunities.
- Identify interests and understand customer needs and requirements and close out deals.
- Set up promotional stands and stock products.
- Engages in good sales strategies to reach targets either monthly or quarterly.
- Offer the best customer service for positive output on sales.
- Build connections with customers for future sales opportunities.

Key Skills

- **Project management, monitoring, and coordination**
- **Organized, dependable, and self-motivated.**
- **Administration and customer service.**
- **Strong communication skills.**
- **Multi-tasking and time management.**
- **Strong aptitude for learning and ability to adapt.**
- **Thorough understanding of warehouse policies and procedures.**
- **Computer proficient and easily adapts to new technology.**
- **ERP (JD Edwards), Kronos, Coupa, Deputy Scheduling, Aloha NCR, SevenRooms, Canva Wix.**

Education History

- **AMA Computer College – Naga Campus**
Bachelor of Science in Computer Engineering (UGRD)

Volunteer Work, Awards, Affiliations, and Interests

Church Leader, Worker and Musician - Life Church Dubai

2017 to present

Serves as one of the elders of Life Church Dubai an independent bible believing church.

References - Available upon request