

Jeoanamer Santos
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KEY SKILLS

- Administration
- Management
- Organization
- Strategic Planning
- Resourceful
- Flexible
- Computer Savvy

EDUCATION

2004

Bachelor of Arts Major in
Political Science

University of Cordilleras
Baguio City, Philippines

PERSONAL SUMMARY

A resourceful, self-motivated, responsible, organised with 6 years experienced in Administration, HR and Accounts at a prestigious company in Kingdom of Bahrain. I have a Bachelor's degree in Political Science and having a proven track record of organizing, management, planning and basic accounting.

PROFESSIONAL EXPERIENCE

Office Manager

Attwood Maritime Services Company WLL
Al Hoor, Kingdom of Bahrain
Dec.2018 - Present

Key Responsibilities

- Supporting MD in all admin, personal and financial matters
- Managing day to day operations of the office
- Reviewing and approving office supply requisition
- Arranging corporate and personal travels, hotel
- All HR and Admin functions
- Arranging renewal of visa, CPR, CR, updating employee's data in GOSI
- Maintaining and updating employees' records and all confidential documents
- Maintaining insurances
- Controlling and tracking all incoming and outgoing documents
- Handling Cash, basic bookkeeping, online payments
- Preparation of quotations and commercial proposal

Admin & HR Assistant

Aldhaen Contracting & Trading WLL
Sitra, Kingdom of Bahrain
April 2015 – July 2016

Key Responsibilities

- Arranging renewal of visa, CPR, CR
- Updating employee's data in GOSI
- Maintaining and updating employee's records and all confidential documents
- Arranging ticket and hotel bookings
- Maintaining vehicle files and insurances
- Arranging and controlling office stationery

CERTIFICATION & TRAINING

June 2019

Business Management,
Filipino Institute
Kingdom of Bahrain

Personal Details

Birthdate: 3 Aug 1984

Marital Status: Married

Nationality: Filipino

Religion: Christian

Driver's license: June 2024

Visa expiry: Jan 2021

Executive Assistant

Al Safar Group Holding WLL

Seef, Kingdom of Bahrain

Oct 2014 – April 2015

Key Responsibilities

- Directly reporting to GM
- Preparing and editing all correspondences
- Answering all telephone calls and emails
- Coordinating with company agent for renewal of visa, CPR, CR, SIO
- Maintaining and updating employee's records and all confidential documents
- Arranging ticket reservation
- Maintaining vehicle files and insurances

Admin Assistant

Jalal Al Aali & Son's Co. BSC

Seef, Kingdom of Bahrain

June 2012 – Sep 2014

Key Responsibilities

- Assisting the GM in preparing and managing correspondence, reports and documents.
- Maintain records of all documents and their distribution clearly, monitor and assures that it is easily accessible and stored
- Tracking all incoming and outgoing correspondence (electronic and filing)
- Maintain schedules and calendars, organize and coordinate meetings, conferences, travel and hotel arrangements
- Screening and managing emails, telephone calls, guests and correspondences
- Preparation of prequalification and technical documents for submission for tender and other Companies

Secretary

Hasan Mansouri

Mina Salman, Kingdom of Bahrain

May 2010 – Dec 2011

Key Responsibilities

- Directly reporting to MD
- Preparing and editing all correspondences
- Answering all telephone calls and emails
- Coordinating with Manager's regarding staff issues
- Maintaining and updating employee's records and all confidential documents
- Arranging ticket reservation

Assistant Secretary/ Researcher

Cajucom Law Office

Baguio City, Philippines

Sep 2004- May 2005