

MARY GRACE A. OJO

📍 Tubli, Bahrain
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CAREER OBJECTIVE

- To obtain a position in an organization where there is a scope for demonstration and give total support to the company with my mixed experiences & capabilities to achieve the company's goal & gain mutual benefits.

WORK EXPERIENCES

Office Assistant

Al Furqan Management

📍 Manama, Bahrain
📅 November 25, 2019 – up to date.

Key Responsibilities:

- Coordinating with the clients whatever they required.
- Preparing the documents of the applicant for KSA visa and signing on and off of the seaman crew.

Office Assistant

Hammad for Business Solutions

📍 Qudaibiya, Bahrain
📅 October 24, 2018 – October 31, 2019

Key Responsibilities:

- Preparing Quotations, Invoices, Emails.
- Taking VFS appointments, updating the visas in the system and maintaining documents.

HR Coordinator

Royal Phoenicia Hotel (Habara Management W.L.L.)

📍 Umm Al Hassam, Bahrain
📅 September 1, 2015 – October 21, 2018

Key Responsibilities:

- Assisting with implementation of human resources procedures and processes.
- Assisting with recruitment, applying a working visa, filing documents, in charge of the Accommodation, Air Ticket booking and other staff's issues.
- Preparing payroll & settlements of the staffs.
- Applying E-visa for the guest of all hotels of the company.
- In charge of the HR department whenever the Manager is on leave or out of the country.

Receptionist cum Cashier

Sabaya Beauty Center

📍 Hamad Town, Bahrain
📅 February 23, 2013 – August 30, 2015

Customer Associate

LBC Express Inc.

Pasay City, Philippines
April 4, 2012 – November 19, 2012

Cashier

SM Mart Inc.

📍 Quezon City, Philippines
📅 November 15, 2010 – April 10, 2011

EDUCATION

Bachelor of Science and Business Administration

Major in Marketing

University of Caloocan City, Philippines
📅 June 2006 – April 2010

SKILLS & QUALITIES

- Employee Relation
- Computer Literate
- Fast Learner and Hardworking Individual
- Career-focused with Strong Determination

AWARDS

- **Employee of the year 2017**
Royal Phoenicia Hotel

LANGUAGE PROFICIENCY

Filipino 

English 

Arabic 

LICENSE

- Bahrain Driving License

REFERENCES

- Available upon request.