

# **PATSY F. LACHICA**

*Mobile: +973 34536100*

*Email: angelflachica@yahoo.com*

*Flat 22 Bldg. 289*

*Road 5804 Block 358*

*Zinj, Kingdom of Bahrain*



## **WORK EXPERIENCES**

- **SECRETARY/ADMIN STAFF**

- **HASAN MANSOURI PROPERTIES**

- Mina Salman, Kingdom of Bahrain

- 4 January 2020 Till 31 May 2020

- **DUTIES & RESPONSIBILITIES**

- Maintain, prepare and manage correspondences, emails and documents for Contactors/Suppliers/Clients/Tenants
- Manage new inquiries.
- In charge with Account Receivables
- In control of preventative Maintenance Schedule.
- Calendar all statutory requirements.
- Receive phone calls from Tenants: enquiries & requests and handle them as appropriate.
- Maintain job description for all the personnel of Hasan Mansouri Sports, Properties and IT Departments.
- Maintain secure professional filing system for HM Sports, Properties and IT Departments.
- Organize and keep all the files of the divisions, both electronic and hard copy filing.
- Database Maintenance – Maintain Client's database of Hasan Mansouri Sports & Properties ensuring that new leads are added in a timely manner and integrity of data is maintained through regular cleaning.
- Receive correspondence to direct and file responses as necessary.
- Receive and draft correspondence for final approval and assist the Manager with good time management and scheduling to complete tasks.
- Converse intelligently with General Managers of other entities.
- Organize basic purchasing, source vendors and collect quotations.
- Organize basic Human Resources issues with the Department Managers.
- Prepare Job Orders and Material Requisition.

- Follow up for completed jobs, pending jobs, LPO's and update both hardcopy and softcopy files.
- Schedule workers for the scope of work for the day.
- Prepare Petty Cash Summary and submit it to Accounts Department.
- Prepare Inventory for employees.
- Devising and maintaining office systems, including data management and filing.
- Meeting and greeting visitors at all levels of seniority.
- Organizing and maintaining diaries and making appointments.
- Dealing with incoming emails, faxes, and post. Often corresponding on behalf of the Manager.
- Carrying out background research and presenting findings.
- Producing documents, briefing papers, reports and presentations.
- Organizing and attending meetings with prospective Tenants and existing Tenants/Suppliers/Contractors.
- Liaising with clients, suppliers and other staff.

- **DOCUMENT CONTROLLER CUM SECRETARY/ADMIN STAFF**

**BAHRAIN ENGINEERING BUREAU**

Salmaniya, Kingdom of Bahrain

2 January 2014 – 31 December 2019

**DUTIES & RESPONSIBILITIES**

- Maintain, prepare and manage correspondences, reports and documents for Contractors/Clients.
- Prepare Monthly/Quarterly Report to Client.
- Manage the proper distribution of the submittals to Engineers as per discipline.
- In-charge of the Tracking List Schedule of all incoming /outgoing letters and submittals of Client/Contractors/Sub-Contractors.
- Prepare/Drafting the Progress Review Minutes of the Meeting with the Project Manager/Engineer In-Charge.
- Coordinate and follow up with the Clients and Contractors/Suppliers for any required documents.
- Making appointments of required meetings between Clients, Engineers, Contractors/Suppliers and Managing Directors/Proprietor.
- Set up and maintain filing system.
- Communicate verbally and in liaison with internal and external contacts.
- Assist in Administrative Works for updating of staff records and visa application.
- Involve in other administrative works, updating of company vehicle records, insurances and other related issues.
- Updating and In Charge in Office Supplies requirements/procurement.
- Involve in preparation of Tender process.
- Operate office equipment (scanning, faxing & photocopying).
- Manage office space.

- **RECEPTIONIST CUM SECRETARY**  
**DHEYA TAWFIQI ENGINEERING BUREAU, S.P.C.**  
(Architectural Design, Civil & Supervision)  
Mahooz, Kingdom of Bahrain  
March 2013 – December 2013

#### **DUTIES & RESPONSIBILITIES**

- Maintain Prepare and manage correspondences, reports and documents for Contractors/Clients.
- Prepare Monthly/Quarterly Report to Client.
- Manage the proper distribution of the submittals to Engineers as per discipline.
- In-charge of the Tracking List Schedule of all incoming /outgoing letters and submittals of Client/Contractors/Sub-Contractors.
- Coordinate and follow up with the Clients and Contractors/Suppliers for any required documents.
- Involve in preparation of Tender process.
- Making appointments of required meetings between Clients, Engineers, Contractors/Suppliers and Managing Directors/Proprietor.
- Set up and maintain filing system.
- Communicate verbally and in liaison with internal and external contacts.
- Operate office equipment (scanning, faxing & photocopying).
- Manage office space.

- **RECEPTIONIST CUM SECRETARY**  
**N.J. ENGINEERING**  
(Architectural Design, Civil & Supervision)  
Isa Town, Kingdom of Bahrain  
23 August 2010 – 7 March 2013

#### **DUTIES & RESPONSIBILITIES**

- Prepare and manage correspondence, reports and documents
- Organize and coordinate meetings, arrange and confirm appointments
- Handle incoming mail and other material
- Set up and maintain filing systems
- Communicate verbally and in writing to answer inquiries and provide information
- Liaison with internal and external contacts
- Coordinate the flow of information both internally and externally.

- Coordinate and follow up with the Clients and Contractors/Suppliers for any required documents.
- Making appointments of required meetings between Clients, Engineers, Contractors/Suppliers and Managing Directors/Proprietor.
- Set up and maintain filing system.
- Communicate verbally and in liaison with internal and external contacts.
- Assist in Administrative Works for updating of staff records and visa application.
- Involve in other administrative works, updating of company vehicle records, insurances and other related issues.
- Updating and In Charge in Office Supplies requirements/procurement.
- Operate office equipment (scanning, faxing & photocopying).
- Manage office space.

- **TEACHER**

**KUMON MATHEMATICS & READING CENTRE**

Dasmariñas, Cavite, Philippines

2009 – 2010

**KUMON** is an after-school Math and Reading Program that employs a unique learning method designed to help each child develop the skills needed to perform to his or her full potential. It is also the largest and most established program of its kind in the world.

**DUTIES & RESPONSIBILITIES**

- Assist in facilitating self-acquisition of the skills and study habits needed to improve student's academic performance
- Assist regular teachers in providing KUMON method of tutoring higher level students to see their own ability to succeed in math and reading skills
- Provides tutorial lessons, diagnostic and achievement tests to 7A to 3A level students in their math and reading skills

- **ADVERTISING SALES AGENT**

**D1 Advertising**

November 10 - December 23, 2008

Manila, Philippines

**DUTIES & RESPONSIBILITIES**

- Direct selling of "Privilege Cards" from select brand clientele—restaurants, salons, fitness centers, entertainment parks, etc. (*The privilege card is a card offered to provide additional benefits for customers*)
- Provides customers with very detailed information on the additional benefits of purchasing privilege cards

- **SALES ASSISTANT**  
**YENSI HARDWARE**  
Cavite, Philippines  
August - October 2008

#### **DUTIES & RESPONSIBILITIES**

- Selling hardware products and manual cashiering
- Supervise placing new merchandise on display
- In charge of stock inventory

- **DAY CARE TEACHER**  
**MUGUING DAY CARE CENTER**  
Banga, Aklan, Philippines  
February 1997 - July 2008

#### **DUTIES & RESPONSIBILITIES**

- Assists preschool children (ages 3-6 years old) in their educational and personal growth
- Provides all necessary primary care and group activities for preschoolers
- Organize games, songs, arts and crafts, storytelling and exercises to help children develop self-esteem, curiosity, imagination, physical skills, and speech
- Conduct supplementing feeding program and parent effectiveness seminar
- Oversee the children's health and nutrition, sometimes having the children participate in the preparation of breakfast and lunch
- Coordinate with the sponsoring local government agencies

## **EDUCATIONAL ATTAINMENT**

### **TERTIARY EDUCATION**

- **B. A. MAJOR IN ACCOUNTANCY**  
Business Administration Major in Accountancy and Law  
Polytechnic University of the Philippines, Philippines  
1988 – 1992

## PERSONAL DETAILS

CPR : 710742002  
Passport Details : P3337618A  
Date of Birth : 23<sup>rd</sup> July 1971  
Civil Status : Married  
Nationality : Filipino  
Religion : Christian

## REFERENCES

- 1) **DR. BRUNO LEON**  
Managing Director  
Bahrain Engineering Bureau  
Tel: +973 1727 1718
- 2) **MRS. NOOR ALMUTAWA**  
Managing Director  
NJ Design  
Tel: +973 1768 5526
- 3) **PTR. (Eng.) IGNACIO REYES**  
JIA Community Bahrain  
Manama, Kingdom of Bahrain  
Mobile: +973 3945 8826

Latest Salary Rate : BD 350.000  
Expected Salary : BD 400.000 and above

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

Applicant:

**PATSY F. LACHICA (SGD)**  
Mobile: +973 345 36 100