



# MYLENE PAA

## Office Administrator & Accounts



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Abu Dhabi, UAE

## EDUCATION

BSC-Major in Management  
Accounting

**RAMON MAGSAYSAY MEMORIAL  
COLLEGES**  
SY 2000- 2004

## SKILLS

- Office Administration
- Document Control
- Retail operation & Team Supervision
- Data Entry & Record keeping
- Basic Accounting & Invoicing
- MS Office Suite ( Excel, Word, Outlook)
- Oracle, New ERP, SAP, Star IPS  
Fact revenue, QuickBooks, D365, Little Lives

## VISA STATUS

Under Husband Visa

## About Me

Reliable professional with 14+ years of experience in Abu Dhabi, specializing in retail supervision, office administration, and basic accounting. Skilled in customer service, team coordination, invoicing, and daily operations. Strong multitasking with a commitment to efficiency and quality support

## WORK EXPERIENCE

**Office Administrator & Accounts** Sept 2023 - Oct. 2024

### **Blossom Nursery**

- Provide administrative support to HR, Finance, and operations department.
- First point of contact, managed in Adek registration, Esis attendance book a tour.
- Prepare LPO and received delivery.
- Coordinated employee for On-boarding and Off-boarding, visa renewals, keep updating employees record in the system.
- Monitors company's documents and keep them updated ( trade license, contracts, etc. )
- Prepared termly invoice, accounts receivable, bank reconciliation, financial reports, and petty cash funds.
- Prepared quotations if requested, follow up payments.

**Office Admin & Document Controller** Dec.2021-Sept.2023

### **Ocean Oilfield Drilling**

- Managed front desk operations, including visitor management and telephone inquiries.
- Handling daily supplier invoices and update system for payment process.
- Keep stock office supplies and place order when needed.
- Coordinating project Eng. and create Material request upon approval of the operation, supply chain and drilling superintendent.
- Prepare and post Goods received notes ( GRN ). Encode all materials received in warehouse physical and digital records.
- Analyze and compare suppliers quotation.
- Prepared transportation manifest for material shipment going to RIG.
- Participate yearly inventory and prepare documents for ISO inspection and DNV audit.
- Maintained confidentiality around sensitive documentations.

## Retail Shift Supervisor

Aug 2011 – Jan 2021

### **Abu Dhabi National Oil Company**

- Supervised retail store staff and daily operations, ensuring high levels of customer satisfaction.
- Handled staff scheduling, training, and performance monitoring.
- Prepare LPO for all suppliers and check availability of the products.
- Managed inventory, stock replenishment, and merchandising.
- Conducted cash handling, sales reporting, and daily closing procedure.
- Prepare timesheet for monthly payroll, responsible for staff request like staff vacation, passport, and certificates.
- Maintain and update product knowledge through sales, marketing and merchandising training programs.
- Coordinating staff for monthly sales target and handling petty cash.

## REFERENCE

Available upon request