



IMELDA R. UY

OFFICE MANAGER

Experienced procurement and administrative professional with 10+ years' success in vendor management, executive planning, and operational support. Skilled in strategic purchasing, tendering, and cost-saving initiatives. Strong communicator with sharp analytical skills, known for integrity, coordination, and delivering results in fast-paced environments.

052 206 8194
058 817 3126

uyemzse@gmail.com

Al Nahda 1, Dubai UAE

Work Experience

AREA COORDINATOR

Study Group | Nov 28, 2021 - Present
Dubai UAE

- Provide sales administration support to Partner and Account Management teams
- Act as central point of contact for customer and internal communications
- Maintain CRM records and partner databases (Salesforce, CAD)
- Coordinate travel bookings, visa applications, diary management, and expense claims
- Assist with planning and execution of sales events, trainings, and product launches
- Support marketing activities and manage distribution of materials
- Handle office procurement, equipment maintenance, and supply management
- Manage basic finance, bookkeeping, and ensure office compliance and license renewals
- Collect, analyze, and report sales and operational data

Training & Seminars

Microsoft Dynamics AX System

United Arab Emirates
August 2017

Service Standard Training

United Arab Emirates
June 2014

CRM Training

United Arab Emirates
November 2011

HRM Training and Development

Manila, Philippines
May 1996

Administrative and Secretarial Training

Manila, Philippines
August 1996

Work Experience

SENIOR ADMINISTRATOR PROCUREMENT

The First Group | **Sep 2011 - Jan 16, 2020**
Dubai UAE

- Manage full procurement cycle including requisitions, tenders, contracts, and vendor communications
- Conduct market and cost analysis, review vendor terms, and ensure compliance with procurement regulations
- Coordinate with departments to define purchasing needs, gather specifications, and prepare bid documents
- Handle bid submission processes, tender openings, and documentation via portals (Tejari, DEWA, Dubai Municipality)
- Maintain vendor databases, BOQs, and detailed records of bids, contracts, and financial documents
- Prepare and circulate meeting agendas, bid logs, tender forms, and minutes of meetings
- Support contract development and oversee the drafting of agreements and compliance documentation
- Supervise office staff involved in procurement processing and reporting
- Plan and support construction project operations, material purchasing, and site-level execution under management guidance
- Attend meetings, support strategic planning, and assist in preparing accurate bills of quantities

SECRETARY / COORDINATOR

Streets & Junctions | **April 2008 - July 2011**
Dubai UAE

- Manage calendar, travel, and daily schedules
- Screen calls and handle routine inquiries
- Prepare meeting briefings and support client interactions
- Draft correspondence and maintain confidential records

Skills

- Strong interpersonal skills with a professional, ethical, and results-driven approach
- Builds solid relationships with teams and management through integrity and collaboration
- Highly organized with excellent attention to detail and ability to manage multiple tasks
- Proficient in administrative and secretarial functions with a flexible, motivated, and hardworking attitude
- Effective communicator with strong written and spoken English
- Technically skilled in Microsoft Office (Word, Excel, PowerPoint)
- Experienced with SAP, Concur, CRM systems, and ARGO

Education

Informatics — Computer Associate Major in Business in Computing, 1996

Angeles University Foundation — Bachelor of Science in HRM, 1992

University of Assumption — Bachelor of Science in Psychology, 1992

Work Experience

PURCHASING OFFICER

JT Metro JV | **Oct 2006 - Oct 2007**
Dubai UAE

- Enter and manage procurement data including indents, POs, and material receipts
- Maintain vendor database and pricing records on shared platform
- Prepare local purchase orders (LPOs) and track issuance
- Communicate with suppliers regarding availability, pricing, and delivery terms
- Update records, handle documentation, and provide monthly LPO reports

SECRETARY

VRS Electrical Services | **Feb 1996 - July 2006**
Philippines

- Manage calls, emails, faxes, and couriers via central office support
- Maintain organized filing systems for all company communications and projects
- Prepare correspondence, meeting minutes, and company documentation
- Assist in preparing company profiles, pre-qualification files, and project submittals
- Handle payable billing, vouchers, and payment processing
- Support various administrative tasks as assigned

Achievements

- Awarded Employee of the Month at The First Group, Dubai, UAE on July 16, 2012.
- Recognized for Outstanding Performance at VRS Electrical Services, Philippines on March 25, 2003.

References

Suhail AL Nouri

The First Group, Dubai UAE
Vice President of Operations
+971-50-708-5791

Abdul Mateen Ansari

Study Group UK Limited
Partner Sales Manager
+971-58-653-1952

Neha Raza

Study Group UK Limited
Senior Recruitment Manager
+971-58-830-5785