

# CONCEPCION, MA. BERNADETH R.

Virtual Assistant | Executive Assistant | Procurement & Operations Specialist

Email Address: [dethconcepcion46@gmail.com](mailto:dethconcepcion46@gmail.com)

Contact No.: +63 969 017 6881

WhatsApp No. +971 56 552 4176



## PROFESSIONAL SUMMARY

---

Experienced Administrative and Procurement Officer with over 8 years of experience in the UAE supporting office operations in fast-paced industries such as maintenance, construction services and security systems. Skilled in administrative support, procurement coordination, contract management, and document control.

Experienced in handling multiple clients, preparing reports, quotations, tenders, and managing ERP systems such as SAP Ariba and Oracle-based platforms. Highly organized, detail-oriented, and capable of working independently in remote setups.

Seeking a Virtual Assistant or Executive Assistant role where I can use my experience in administrative and operations support.

### CORE SKILLS

- Administrative & Executive Support
- Operation Support
- Email & Calendar Management
- Procurement & Supplier Coordination
- Contract & Tender Preparation
- Purchase Order Processing
- Data Entry & Document Control
- Report Preparation
- Microsoft Office (Word, Excel, PowerPoint)
- Client & Team Coordination

### TOOLS & SYSTEM

- Oracle-based ERP System
- Sap Ariba. GEP and Nexxe
- Microsoft Office (Advanced Excel)
- Google Workspace
- Click up, Notion and Asana
- Email, Outlook & Google mail
- Framer, Canva, Adobe Photoshop & Autocad
- Calendar Tools (Calendly, Google Calendar)

### KEY STRENGTH

---

- Strong attention to detail
- Able to work independently
- Fast learner
- Experienced in handling multiple clients
- Strong English communication skills

### EDUCATIONAL BACKGROUND

---

University of Caloocan City – Bachelor of Science in Psychology  
Philippines, Manila  
Year Graduated 2016

## **WORKING EXPERIENCE**

---

### **AQUA VISION POOLS**

Administrative cum Procurement Officer

Abu Dhabi, UAE September 2022 - present

- Prepare monthly technical and maintenance reports for AMC clients (schools, villas, mosques, commercial facilities).
- Handle tenders, quotations, and Local Purchase Orders (LPOs) in coordination with sales and technical teams.
- Manage procurement of swimming pool materials, equipment, and chemicals.
- Use ERP and procurement systems (SAP Ariba, Oracle-based portals) for tenders and quotations.
- Prepare and renew AMC and construction contracts for multiple clients.
- Coordinate HSE documentation and compliance requirements for site inspections.
- Maintain records of contracts, purchases, licenses, and supplier agreements.
- Manage company licenses, permits, and renewals including trade license, insurance, and ISO documents.
- Support HR tasks such as visa processing, attendance tracking, and employee files.
- Handle scheduling, emails, office coordination, and petty cash management.

### **OPAL PROTECTION SYSTEMS L.L.C.**

Administrative cum Procurement Officer

Khalifa Street, Abu Dhabi August 2018 - 2022

- Managed 200+ client contracts including banks, jewelry shops, clinics, and exchange centers.
- Preparing Technical Submittal, AutoCAD Drawing and all other documents required for Inspection in Monitoring and Control Centre and Abu Dhabi police.
- Prepared quotations, invoices, delivery notes, and technical documents.
- Coordinated procurement and supplier communication, including preparation of LPOs.
- Managed online systems and client accounts related to security alarm monitoring.
- Handled HR documentation including visa processing, insurance, and employee records.
- Maintained payroll-related records, attendance, and monthly reports.
- Managed administrative tasks including email correspondence, filing, and customer support.

### **ABS-CBN Lingkod Kapamilya Foundation INC.**

HR assistant/clerk Philippines, Manila From July to September 25, 2014

- Managed HR records and electronic filing of employee documents.
- Assisted in recruitment process including screening and scheduling interviews.

### **BAHAY KALINGA NG VALENZUELA**

Clinical Assistant Philippines, Manila From April to July 13, 2015

- Assisted in client counseling and group sessions.
- Supported workshops and educational activities.
- Assisted in psychological assessments and documentation.