





CONTACT

 (+971)55 706 3349

 joemadelmozarlim@gmail.com

 Operations
Coordinator

 +97155 706 3349

LANGUAGE

☒ English

☒ Filipino

JOB TYPES

Full time

VISA STATUS

Visit Visa

EXPECTED SALARY

5500 - 6000 AED

NATIONALITY

Philippines

CURRENT LOCATION

United Arab Emirates

LOOKING FOR JOB LOCATION

Dubai in United Arab Emirates

PROFILE

ABOUT ME - SUMMARY

I am Ms. Joemadel M. Lim, a 30 year-old Filipino professional who can offer you 8 years of professional experience in office administration, customer service, intellectual property rights, project and operations management, business development and team management. I have relevant experience in Dubai as an Intellectual Property Secretary at Axiom Mark Intellectual Property where I assist the legal consultants in communicating the procedural developments of the IP applications to clients on a daily basis and handle the firm's main databases of almost 50,000 IPs. I also worked in Operations for a Navigation Company where I deal with clients daily, solve operational and logistical issues, spearhead procurement, and decide on rather usual urgent situations, among others. In the Philippines, I have managed a satellite office for a Government institution for almost 4 years handling all its regional operations from providing assistance to IP clients, conducting talks/seminars, facilitating activities, conceptualizing events, and building networks. Prior to that, I have also led a production team in a food manufacturing plant where I supervise the production routine of one section from preparing the manpower and machines down to conducting quality assurance and control measures on a daily production schedule. My former colleagues say that I am a dedicated and motivated person who can deliver tasks timely and excellently. I am an independent worker with strong interpersonal skills which also makes me a very flexible team player.

PREVIOUS / PRESENT COMPANY

Book For Job

AGE | DATE OF BIRTH

36 Years Old | 1989-10-24

WORK EXPERIENCE

Experience Mid-Senior(2-5 Year)

EDUCATION LEVEL

Bachelors Degree

JOB CAREER LEVEL

ENGINEERING / OPERATIONS COORDINATOR

INTEREST & HOBBIES

Reading Books