

**MARIA FE B. COMIA**

Al Muteena Deira,

Dubai, UAE

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**CAREER OBJECTIVE:**

To actively participate and contribute in the growth and development of your company, where my work experience can be utilized.

**WORK EXPERIENCE:**

**Coordinator – Sales and Regulatory Department**

Atlas Medical Equipment Trading LLC

Office # 16, Al Habtoor Business Complex,

Al Qusais, Industrial 3, Dubai U.A.E

January 8, 2012 up to present

1. ***Administration Secretary***

* Answering and direct phone calls to the concern person
* Organize and schedule appointments like travel itinerary, meeting arrangements, preparing report/agenda and take a detailed minute.
* Schedule drivers with the deliveries
* Support and coordinate with the managers at all times.
* Other administrative task

1. ***Sales Coordinator description***

* Review and process the tender/proposal’s requirements
* Work closely with the sales manager on the proposal
* Prepare Quotations, Financial Offer, Technical Offer and other related documents
* Prepare and Review contracts
* Manage the Proposal submissions and stick to the deadlines
* Respond to the customer inquiries.
* Manage the meetings, appointments, travel itinerary and hotel bookings for Managing Director and Department Head’s
* Handling request and queries appropriately
* Preparing the invoice, order (PO / LPO) and correspondence
* Arrange a driver for the delivery of the items/products to the customer

1. ***Regulatory Affairs work description:***
2. **Medical Device and Manufacturing Site Registration:**

* Coordinate with the MAH/manufacturer; request the documents and arrange it accordingly for submission
* Compile certificate/licenses, regulatory documents, and specific forms for registration and renewal.
* Manage the regulatory submissions according to the Health Authorities requirements.
* Arrange and submit the MOHAP product classification, registration and MAH/manufacturing site registration.
* Submit product samples for lab analysis as per MOHAP request.
* Keep tracking and records of all the submission receipts and monthly report.
* Work closely with the Regulatory Manager on registration process.
* Knowledgeable on waste destruction/disposal regulations and obtaining the permit/certificate of destruction from Dubai Municipality

1. **Medical Device Import and Export in the UAE**

* Manage the company account in the Ministry of Health and Prevention (MOHAP) portal.
* Apply the import/export permit through MOHAP portal and submit the required documents.
* Request and submit application for shipment clearance from MOHAP to be able to release the shipment from Customs.

**OTHER QUALIFICATIONS:**

* Passed the Social Workers’ Licensure Examination
* Excellent Knowledge in Computer (Microsoft Word, Microsoft Excel & Microsoft PowerPoint and Microsoft Outlook)
* Excellent in multi-tasking
* Excellent time management skills
* Skilled in Case Study, Group Work and Community Organizing/Development
* Hardworking, a team player, people oriented, willing to undergo training crucial for my professional growth and I grasp new concepts and ideas quickly.

**REFERENCE LIST:**

1. **Dr. Mona Al Moussli**

Founder/Business Partner

PRA Pharmaceutical Consultancies

Port Saeed Deira Dubai, UAE

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1. **Nadarsha Haneefa**

Logistic Manager

Atlas Medical Equipment Tarding LLC

Al Qusais Industrial 3, Dubai, UAE

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**EDUCATIONAL BACKGROUND:**

**Tertiary : Saint Bridget College**

**Bachelor of Science in Social Work**

2004-2008

**Secondary : Batangas National High School**

2000-2004

**Primary : San Andres Elementary School**

1994-2000

**PERSONAL DATA:**

Date of Birth : April 29, 1987

Civil Status : Single

Religion : Roman Catholic

Nationality : Filipino

Visa Status : Employment Visa (Company Sponsorship)

Expiry Date : 29th of October, 2025