



FERRY MINERVA

Senior Executive | Personal Assistant | Executive
Operations & Administration Professional

Dubai, UAE

📞 +971 56 267 9639

✉️ ferryminerva27@gmail.com

🌐 LinkedIn: <http://linkedin.com/in/ferry-minerva>

Dear Hiring Team,

I am writing to express my interest in joining your organisation, bringing over 11 years of experience supporting C-Suite executives and senior leadership teams across the UAE. My background includes high-level executive support, complex calendar and travel management, stakeholder coordination, and confidential business operations in fast-paced corporate environments.

In my previous roles as Executive Assistant and Office Manager, I have successfully managed complex executive schedules, international travel itineraries, board and business meetings, office administration, HR coordination, and UAE regulatory documentation. I am highly experienced in supporting CEOs and senior leaders while ensuring smooth day-to-day operations and efficient workflow management.

I am proficient in Microsoft Office, Google Workspace, and CRM systems and known for my discretion, organisational strength, and ability to manage multiple priorities under pressure. I would welcome the opportunity to contribute my valuable experience and support your leadership team effectively.

Thank you for your consideration.

Yours sincerely,

Ferry Minerva

PROFILE SUMMARY

Highly accomplished Executive Assistant with over 11 years of experience supporting C-Suite executives and senior leadership teams across the UAE. Expert in executive support, complex calendar and travel management, stakeholder coordination, and confidential business operations in fast-paced corporate environments.

Proven ability to streamline executive operations, manage cross-functional coordination, and deliver high-level administrative support with professionalism under pressure. Strong experience in executive communication, business documentation, HR coordination, event planning, and UAE visa and labour processes.

Advanced proficiency in Microsoft Office, Google Workspace, and CRM systems, with strong organisational skills, discretion, and the ability to manage multiple priorities efficiently.

Core Competencies

- Executive & C-Suite Support
 - Complex Calendar & Diary Management
 - International Travel Coordination
 - Stakeholder & Client Management
 - Office Administration & Operations
 - Executive Communication Management
 - HR & Recruitment Coordination
 - UAE Visa Processing & Labour Compliance
 - Meeting & Event Coordination
 - Executive Reporting & Documentation
 - Vendor & Facility Management
 - Confidential Information Handling
 - Expense Management & Petty Cash
 - CRM & Database Management
 - Business Correspondence
 - Microsoft Office Suite & Google Workspace
-

PROFESSIONAL EXPERIENCE

Senior Executive | Personal Assistant | Administration Lead

Ecap Align — Dubai, UAE

December 2024 – June 2026

- Managed personal and family travel arrangements, including flight bookings, visa applications, travel documentation, and visa renewals for family members and household staff.
- Handled personal administrative tasks, including payment of utility and telephone bills, property lease renewals, vehicle registration and insurance renewals, and other personal expenses.
- Scheduled and coordinated appointments for hospitals, clinics, schools, veterinary visits, restaurant reservations, transportation, and other family commitments.
- Performed confidential personal errands, including confidential document collections, purchasing household items, and handling urgent requests to support the Managing Partner and the immediate family.
- Lead daily executive administration and office operations within a fast-paced executive search and recruitment environment.

- Coordinate complex calendar management, scheduling, executive meetings, and appointment arrangements for senior leadership teams.
- Manage professional client and candidate documentation with high accuracy and confidentiality.
- Support consultants and leadership teams through efficient workflow coordination, reporting, and administrative support.
- Arrange travel bookings, interviews, and business meetings across multiple schedules and time zones.
- Utilise Microsoft Office Suite, Google Workspace, CRM systems, and reporting platforms to maintain operational efficiency.
- Oversee office administration activities including vendor coordination, office supplies, and general operations management.
- Maintain confidentiality while handling sensitive client, candidate, and executive information.
- Successfully manage multiple priorities and tight deadlines within a high-performance business environment.

Executive Assistant to CEO / Office Manager

Nava Energy Pte. Ltd. – Dubai Branch Representative Office — Dubai, UAE

September 2022 – November 2024

- Provided high-level executive support to the CEO, managing complex schedules, executive correspondence, meetings, and business communications.
- Acted as the first point of contact for internal and external stakeholders, ensuring professional communication and seamless coordination.
- Coordinated international and local business travel arrangements including flights, accommodation, visa processing, itineraries, and expense management.
- Prepared executive reports, meeting minutes, business correspondence, and confidential documentation.
- Managed office administration including lease agreements, utility accounts, mobile plans, vendor coordination, and office operations.
- Oversaw UAE regulatory documentation including trade licenses, residence visas, medical insurance, vehicle renewals, and company-related registrations.
- Supported onboarding processes by coordinating employment documentation, contracts, and pre-joining requirements for new hires.
- Processed invoices, monitored petty cash, maintained expense records, and supported financial administration activities.
- Coordinated with executives, business partners, and external service providers to ensure smooth operational processes.
- Maintained strict confidentiality while supporting executive and business-related matters.

Personal Assistant to GM / Administrator

Khansaheb Civil Engineering LLC – MEP — Dubai, UAE

September 2017 – September 2022

- Served as the primary administrative support to the General Manager, ensuring efficient executive office operations.
- Coordinated meetings involving senior executives, clients, subcontractors, and internal departments.
- Managed executive calendars, scheduling, annual leave planning, and business appointments.
- Prepared reports, presentations, meeting agendas, and detailed minutes of meetings.
- Supported recruitment and onboarding activities for staff, labour, and third-party manpower requirements.

- Maintained employee records, leave tracking systems, staff documentation, and internal databases.
- Prepared HR documentation including offer letters, memos, warning letters, circulars, and onboarding materials.
- Assisted with UAE visa processing, renewals, labour documentation, and compliance-related administration.
- Organised company events, business functions, and executive meetings.
- Maintained smooth communication between executive management, departments, clients, and external stakeholders.

General Administrator

Wellness By Design FZ Co. — Dubai, UAE

January 2017 – September 2017

- Coordinated appointments, consultations, and scheduling for healthcare professionals.
- Managed front-office administration, visitor coordination, and telephone communications.
- Maintained accurate data entry records, patient documentation, and office files.
- Assisted with commercial license renewals, visa processing, cancellations, and visa quota monitoring.
- Ensured office supplies, equipment, and administrative operations were maintained efficiently.

PA to Managing Director / HR Coordinator

Key Business Group for Investment LLC — Dubai, UAE

December 2014 – December 2016

- Supported the Managing Director with executive scheduling, meeting coordination, and administrative operations.
- Processed company licensing requirements including LLC and professional license documentation.
- Managed visa processing, labour documentation, immigration coordination, and visa cancellations.
- Coordinated client meetings, visitor handling, and business correspondence.
- Assisted with document processing including amendments to trade licenses, labour cards, and immigration records.
- Handled administrative support activities and maintained accurate company documentation.

EDUCATION

Bachelor of Science in Nursing

University of San Agustin — Philippines

2008 – 2012

TECHNICAL SKILLS

- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Google Workspace
- CRM Systems & Reporting Tools
- Zoom & Microsoft Teams
- Document Management Systems
- Data Entry & Administrative Platforms
- Zoho, Clockwork, Smart recruiter (SAP System)

ADDITIONAL INFORMATION

- Nationality: Filipino
- Languages: English, Filipino
- DOB: 27 January 1990