



# GABRIEL SENSENG

## WORK EXPERIENCE

**Office Manager cum Executive Assistant for CEO & Steve Harvey  
MELT Middle East - a Steve Harvey Company**  
June 2023 - Present

As an Office Manager and Executive Assistant, I provide essential support to the CEO, managing the unique needs of celebrity and VIP clients with professionalism and precision. This role requires strict confidentiality, exceptional organizational skills, and dedicated assistance to ensure smooth coordination and top-tier service for high-profile individuals, while also overseeing office operations to maintain an efficient, organized work environment.

Alongside my roles as Office Manager, Executive Assistant, and Personal Assistant, I also serve as a Project Coordinator. I ensure smooth operations by handling administrative, logistical, and project coordination tasks with strict

### Projects:

- Open Fire Food Festival 2024
- Golf Classic by Steve Harvey 2023 & 2024
- YAS Island Chief Island Officers – 2023 & 2024 (Kevin Hart & Jason Mamo)
- E& Etisalat Campaign with Jason Statham

**Administrative / Executive Assistant  
Al Seer Marine PJSC**  
October 2020 - June 2023

I provide administrative and HR support to an office of over 300 people. As well as usual admin tasks, I design PowerPoint presentations for executives and verify employee expenses.

I also provide administrative support to the COO, including managing email, calendar, and travel arrangements. In addition, I am an event coordinator of the company.

**Airport Representative cum Operation Executive  
Alpha Tours LLC - Business Bay Dubai**  
June 2018- May 2020

I organized and prepared itinerary for tourists visiting UAE. I met tourists at the airport and personally managed their trip, including any complaints. I created weekly sales reports for senior leadership which included deep-dives into causes.

My key achievement was adjusting the business' hours of operation to match the time in the home countries of clients. This meant that we were calling clients during their working hours and led to increased sales.

**EDUCATION**  
College Degree  
2014-2016

Information Technology major in Web Application Development.

## SKILLS & QUALITIES

- Project Management
- Highly skilled in information technology
- Strong Communication Skills
- Advanced Microsoft Office Certified
- Internal Auditing ISM & MLC Certified
- Safety Awareness
- Excellent Customer Service
- Detail-Oriented
- Inventory Control
- Celebrity Management
- Office Management
- Photo & Video Editing

## CONTACT

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### Personal Information:

Nationality: Filipino

Height: 165cm

## ADDRESS

Al Jaddaf, Dubai United Arab Emirates

**HOLDER OF VALID UAE  
DRIVING LICENSE**

( Details available upon request )

