**Gulfjobseeker.com CV No:** **703014**

**Mobile** +971504753686[cvdatabase(@)gulfjobseeker.com](mailto:cvdatabase@gulfjobseeker.com)

To contact this candidate use this link

<http://www.gulfjobseeker.com/feedback/contactjs.php>

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**CAREER OBJECTIVE:**

To enhance my skills and abilities by facing the new challenge and to excel in different field in gaining knowledge in the service of the company that will contribute to the integration of my profession and personal growth.

**SYNOPSIS:**

* + - Proficient in MS Office and Administrative works (MS Word and MS Excel).
* Local Area Network (LAN) and Internet related works.
* Can operate electronic office equipment.
* Telephone manner for answering business calls, hardworking & fast learner.

**WORKING EXPERIENCE:**

**CLAYMORE SECURITY & SAFETY CONSULTANTS Oct. to Nov. 2009**

**Ras Al Khor, U.A.E.**

**SECRETARY**

**Duties & Responsibilities:**

* Attending calls, emails & office inquiries.
* Preparing quotations, LPOs and sending via fax or email as per the clients request.
* Encoding certificates which are the engineer’s report as per the result of their checking from the customers machines.
* Coordinates with clients that the certificates are ready for collection or to be sent by courier or via fax.
* Preparing invoices and update the customers / clients for their settlement.
* Coordinates with clients if the payment is ready for collection.
* Update the monthly / yearly income.
* Administrative office works (filing/sorting out important documents).

**ABU DHABI NATIONAL HOTELS (Compass Group of Company) Nov. 2006 to Setp. 2009**

**Spectrum Building, 3rd Floor, B Wing**

**Oud Metha Road, Dubai U.A.E.**

**ADMINISTRATIVE CLERK cum RECEPTIONIST**

**Duties and Responsibilities:**

* Reports directly to the Office Manager.
* Attending calls, emails & office inquiries.
* Monitoring access card control.
* Monitoring of company visitors & issuance of visitor’s pass & health & safety badge.
* Preparation and issuance of Weekly Movement Sheet for key management.
* Coordinates with clients as requested & suppliers for collection of payments.
* Ensure the availabilities of stationeries and office supplies.
* Coordinates with courier companies for shipments.
* Coordinates with Hotel & Restaurant for bookings for key management personnel & guests.
* Administrative office works (update of office files & safeguarding of office keys).
* Update of CISCO IP Phone system.
* Requisition and purchase of office supplies.
* Coordinates with Metrofile (Information Fort) for archiving & retrieving important files/documents.
* Update the index report for Metrofile/Info. Fort.
* Sorting out mails/posts/couriers & distribute to the concern person.
* Assist sales person for printing, faxing & binding the tenders.
* Assist HR for the Remote Sites to update confidential documents.
* Coordinates with catering/cleaning managers from Hospitals/Hotels for collection of important documents to their staff.
* Schedule the Shred-it company for the collection of confidential papers.
* Updates of phone & postal directory of Compass Offices worldwide.
* Preparing/updating the monthly invoices for the suppliers.
* Responsible for the filing of HR & Accounting documents and records regularly.
* File and retrieve records in accordance with established procedures and filing systems; research lost or missing files in accordance with established procedure.
* Maintains accurate, detailed files and records for business office.
* Filing/sorting out journal vouchers.
* Update and maintain monthly financial binders for records.
* Filing monthly Journal Entries & gather all the month end reporting documents & place them in a controller's monthly Financial Book for the Accounting area.
* Filing duties as assign by the manager from time to time.
* Updates the files of HR as assign by the manager from time to time.

**MAGRUDY’S BOOKSHOP August – October 2006**

## Burjuman Center, Bur Dubai

**DUBAI, U.A.E.**

**SALES ASSOCITATE**

**Duties and Responsibilities:**

* Assisting customers in a polite and friendly gesture act as the information assistance and give suggestive options using strategic selling skills and make sure that the exact order will be given.
* Assisting customers to the main category.
* Responsible for the inventory of supplies as well as for the merchandising i.e. displaying item, arranging and sorting different books and non-books.
* Handling telephone inquiries/calls.
* Maintain the cleanliness and orderliness of the shop.

**San Antonio National High School June 2002 – April 2006**

**San Antonio, Cauayan City, Isabela, Philippines**

**SUBJECT TEACHER / LIBRARIAN**

**Duties and Responsibilities:**

* Preparation of daily lesson plan.
* Report directly to the OIC/School Principal.
* Motivate the students according to the topic to arouse their attention.
* Teach the students regarding the topic.
* Make a test questions every grading period.
* Compute the grades of students every end of the examination period.
* Making a report every end of the month.
* Maintain the cleanliness and orderliness of the room/library.
* Sorting out and displaying books coming from the division office.
* Responsible for the monthly inventory of the books.
* Responsible for the books borrowed & returned by the students.

**EDUCATIONAL BACKGROUND:**

**College Degree:** **Our Lady of the Pillar College-Cauayan March 2002**

**Bachelor in Secondary Education (BSED)**

**Major in Mathematics**

#### Masters Degree: Earned 12 Units

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#### PERSONAL DATA:

* Nationality : Filipino
* Sex : Female
* Age : 28
* Diploma : Authenticated / Attested
* Civil Status : Single