****

**MARIBEL**

[**MARIBEL.126713@2freemail.com**](mailto:MARIBEL.126713@2freemail.com)

|  |
| --- |
| **CAREER OBJECTIVE** |

To enhance further knowledge, meet new & interesting people, be trained and experience new challenges at work, and to positively interact with new superiors and co-employees and to advance self-status financially and career wise.

|  |
| --- |
| **QUALIFICATIONS** |

* Secretary cum Records Clerk,
* Ability to work under pressures,
* Relate well to people from a variety of cultures,
* Excellent writing and communication skills,
* Hardworking with no-excuse approach, Goal Oriented, Energetic, Self reliant and Confident, Honest, Excellent problem solver, and ability to quickly learn new concepts,
* Good customer service and communication skills,
* Proven record of Reliability and Responsibilities.

|  |
| --- |
| **SKILLS** |

* Extensive knowledge in MS, Internet using, Speed Typing, Software installation, Can operate office machines, can work in minimum supervisions, and take on multiple tasks.

|  |
| --- |
| **PERSONAL INFORMATION** |

Birth date : January 02, 1977

Height : 5’4

Sex : Female

Civil Status : Married

Religion : Catholic

Nationality : Filipino

Language Spoken : Filipino, English and Arabic

|  |
| --- |
| **EDUCATIONAL BACKGROUND** |

**COLLEGE : St. Mary’s University**

Junior Secretarial Course

Bayombong, Nueva Ecija, Philippines

March 1995

**SECONDARY: St. Vincent High School**

Maddela Quirino, Philippines

March 1993

**PRIMARY: Dumabato Elementary School**

Maddela, Quirino, Philippines

March 1989

|  |
| --- |
| **EMPLOYMENT HISTORY** |

Position : **SALES & ADMIN ASSISTANT**

Company : **Dar Al Fatina Shaila and Abaya**

Address : Al Ain, Abu Dhabi, UAE

Date : April 2009 to December 2010

***Duties and Responsibilities:***

* To manage, supervise and to ensure the achievement of sales goal,
* Created window displays and related promotions to attract customers,
* Responsible in assisting customers in selecting designs, taking orders and measurements,
* Handles request and concerns of the customers in making the orders or by telephone calls,
* In-charge supervisor of the company factory,
* Responsible in preparing of necessary attachment paper and accessories for the tailors,
* Promoted form sales to admin assistant,
* Report directly to the CEO/Manager,
* Responsible in admin and clerical works and day to day report of factory and showroom,
* Responsible in preparation of daily and monthly sales report,
* In-charge of control in checking of monthly inventory procedures,
* In-charge of requesting materials and necessary accessories to suppliers,
* In-charge of arranging and maintaining records of customer profiles,
* In-charge of handling petty cash and preparation of Vouchers,
* Assisting auditors by providing required documents and data.

Position : **SECRETARY**

Company : **Adit Quest Construction**

Address : **Baguio , Philippines**

Date : January 2007 to January 2009

***Duties and Responsibilities:***

* Report Directly to the Area Manager(CEO)
* Responsible in receiving of daily incoming fax, emails, telephone calls,
* Responsible in preparing correspondence and other communication letters,
* Responsible in maintaining proper filling and records keeping,
* Act as a point of contact between site team requirements and main office,
* Responsible in maintaining log of site team on weekly basis as reference to future allocation as need arise.

Position : **RECEPTIONIST/SECRETARY/LIASON OFFICER**

Company : **Noupa Al Zaabi Manpower Services**

Address : **Taft Ave., Manila, Philippines**

Date : January 2004 to December 2006

***Duties and Responsibilities:***

* Report Directly to the Manager(CEO)
* In charge of ticket and hotel booking,
* In charge in briefing and orientation of the applicant,
* In charge of receiving incoming and outgoing calls,
* Responsible in dealing with the clients queries,
* Responsible in processing of documents such as legal papers and visa application,
* In charge of sending necessary document for the inquiries of the employers,
* In charge of document control, correspondence and other secretary works,
* Act as a point of contact between the employee to the employer.

Position : **SERVICE CREW**

Address : **HONG KONG**

Date : January 2000 to December 2003

***Duties and Responsibilities:***

* Provides assistance to customer needs,
* Being knowledgeable for the menu of the day,
* Answering phone calls for the take-out orders,
* Handling cash, checks and credits,
* Responsible in daily sales to be endorsed to the immediate supervisor,
* Responsible in preparing of monthly sales report,
* Serving to customers in a good manner,
* Responsible in preparation of table manner,
* Can handled/fix complaint in a polite way.

Position : **SECRETARY**

Company : **Municipality of Quirino –** Local Government Unit (LGU)

Address : Maddela, Quirino, Philippines

Date : July 1996 to June 1999

***Duties and Responsibilities:***

* Report directly to the Municipality Mayor,
* Received calls/fax and relays messages, responds to requests for information,
* In-charge of file organization, data encoding, and communications,
* Sort all incoming and outgoing documents as to importance and distribute to the different offices,