**HENNY**

[**HENNY.143904@2freemail.com**](mailto:HENNY.143904@2freemail.com)

**DESIRED POSITION**

***SECRETARY/ ADMIN ASSISTANT/ RECEPTIONIST/ CUSTOMER SERVICE REPRESENTATIVE / DOCUMENT CONTROLLER***

**OBJECTIVE**

*To obtain a dynamic and challenging opportunity in administration or any professional office environment where my skills are valued and can benefit the organization.*

**EDUCATION**

Class of 2014 TERTIARY

New Era University, Philippines

***Bachelor of Science Major in Biology***

**JOB EXPERIENCE**

**April 2015 – May 2016** **FortMed Medical Clinic, Philippines**

As ***Registration Staff***

* Answers telephones and return calls in a timely manner as and when necessary
* Assist any client/patient concern and inquiries
* Register new and existing client/patient upon any consultation
* Opens patient file will all required information
* Provides excellent and professional customer care

**June 2014 – Jan 2015** **GTGF Food Corporation, Philippines**

As ***Admin Assistant***

* Assist in the preparation of regularly scheduled reports
* Develop and maintain a filing system
* Answers telephones and return calls in a timely manner
* Use computer word processing, spreadsheet, and database software to prepare reports, memos, and documents
* Sort incoming mail, faxes, and courier deliveries for distribution
* Provide secretarial and administrative support to management and other staff

**SPECIAL SKILLS**

*COMPUTER LITERATE*

- Microsoft word

- Microsoft publisher

* Microsoft power point - Adobe Photoshop
* Microsoft access - Microsoft excel

**PERSONAL BACKGROUND**

Age: 23 Citizenship: Filipino

Gender: Female Status: Single

**Visa Status: Visit**