**Sanelet**

**Sanelet.** 19370**@2freemail.com**

Dear Madam/ Sir,

Greetings!

 I would like to apply for a suitable position in your organization, bringing in the key skills that I possess. I have a total of 4 years and 6 months experience in the Administrative/ Secretarial field from a law firm. As a professional administrative assistant with excellent office skills, I am interested to share my abilities and experience to provide my expertise and contribute to your Company’s further development and success. Given my extensive training and background, I believe I can be an asset by which your Company can better meet its goals of providing only the most accurate and timely information and service to the clienteles’ specific to your market.

Attached you will find my CV with extensive details of my qualifications as well as other pertinent information required for consideration within this application. If shortlisted, I would very much appreciate the opportunity to discuss possible career opportunities within your organization.

Thank you for your consideration and understanding.

Sincerely yours,

**Sanelet**



**OBJECTIVE**

To be a key member in a company that will utilize my management and administrative skills for a mutually beneficial growth and development directed towards the continues success of both/ or all parties involved.

**EXECUTIVE SUMMARY**

I am highly motivated and success driven in the areas of admin and secretarial expertise. Possessing a total of 4 years and 6 months experience. I have confidence in providing excellent costumer skills combined with technical working knowledge in several systems and applications required to support and perform daily administrative responsibilities.

**EMPLOYMENT HISTORY**

**EXECUTIVE ASSISTANT**

***BELLOSILLO LAW FIRM*** *–* ***Laguna, Philippines***

August 2010 – February 2015

**Main responsibilities:**

* Coordinate with clients regarding interview scheduling.
* Handling calls, emails and walk-ins regarding legal case inquiries.
* Assist and coordinate with attorney.
* Arranging and confirming appointments, and organizing external and internal events.
* Organizing and coordinating meetings, travels arrangements, and conferences.
* Maintaining databases, operating office equipment and managing office space.
* Prepare caseload, payables and expense load.
* Communicating verbally as well as in writing to respond to inquiries and providing information.
* Setting up and maintaining filing systems, establishing work procedures and collating information.
* Maintaining and devising office systems, including filing, data management etc.
* Executing and maintaining office systems, maintaining calendars and schedules.

**EDUCATIONAL BACKGROUND**

**BACHELOR OF SCIENCE IN MEDICAL TECHNOLOGY**

**(UNDERGRADUATE)**

Philippines

June 2005 – October 2005

**BACHELOR OF SCIENCE IN MANAGEMENT**

**(UNDERGRADUATE)**

Philippines

March 2014 – (up to date)

**ADDITIONAL SKILLS**

* + Knowledge of clerical and administrative procedures.
	+ Fluent in English language.
	+ Proficiency in MS Office (Word, Excel, Powerpoint, Outlook).
	+ Excellent written and verbal communication skills.
	+ Computer and internet savvy.
	+ Highly trainable, fast learner and adapt-well to changes and pressure in the workplace.
	+ Attention to detail and ability to maintain confidentiality.
	+ Organizational skills or management ability.
	+ Planning, interpersonal, and time management.
	+ Initiative, stress tolerance, and customer-service orientation.

**PERSONAL INFORMATION**

 Date of Birth: March 4, 1989

 Nationality: Filipino

 Visa Status: Visit Visa

*I hereby certify that the facts contained in this resume are true and complete to the best*

*of my knowledge.*