**MERLA**

**MERLA.186635@2freemail.com**

**Objective:**

 *A self- motivated highly driven individual with 3 years of office experience and exposure to secretarial role such as document compilation, phone call handling, data entry, office supplies monitoring and office presentations. I am therefore looking forward to be a part of a company to whom I can share my breadth office and secretarial experience and contribute to its success.*

**QUALIFICATION SUMMARY**

* 3 years of in depth experience to office/secretarial role such document compilation, phone call handling, data entry, office supplies monitoring, payroll handling and office presentations
* Ability to work under pressure and with sense of urgency.
* Proficient with Microsoft Office, Microsoft Outlook, and AutoCAD
* Attended various trainings specific to skills enhancement on business letter writing and designs.
* Amiable and blends well with people from different walks of life
* Has strong time management and flexibility skills

**EMPLOYMENT HISTORY**

* **OFFICE STAFF /ASSISTANT**

April 2014 – August 2016

**Sohaili Building Contracting Co L.L.C**

Deira, Dubai UAE

**Key Responsibilities:**

* Hospitality to clients and directing them to the correct staff member
* Filling/Compiling office documents
* Photocopying, scanning and data entry
* Phone call handling
* Monitoring and maintaining office supplies
* Assisting the supervisor/manager and other external teams on administrative work
* Perform other duties that may be assigned from time to time.
* **OFFICE STAFF**

June 2011 – April 2012

**PA-MO Indomitable Confidence Builder**

San Lorenzo, Sta. Rosa, Laguna, Philippines

**Key Responsibilities:**

* As-built plan
* Responsible for Office Budgeting
* Monthly Payroll
* Data encoding, copying and scanning
* Document preservation and compilation
* Perform other duties that may be assigned from time to time.

**SEMINARS/TRAININGS ATTENDED**

**OSCAR CULTURE INSTITUTE**

Deira, Dubai UAE

Graphic Designing (Photoshop, CorelDraw, InDesign, QuarkXPress & Illustrator)

March 2015 – April 2015

**FINISHING COURSE FOR CALL CENTER AGENTS**

Abucay, Bataan, Philippines

September 17, 2012 – October 3, 2012

 **BASIC OCCUPATIONAL SAFETY & HEALTH SEMINAR**

The Philippines Business for Social Progress Bldg. Magallanes, Manila, Philippines

October 24, 2011 – October 28, 2011

**MICROCADD TECHNOLOGIES CO., INC**

SM Pampanga, Philippines

Training-AutoCAD 2009 with color rendering Level I & Level II

Training-AutoCAD 2008 Upgrade

March 28, 2007-May 16, 2007

**EDUCATIONAL ATTAINMENT**

**Bachelor of Science in Industrial Technology (Major in Drafting)**

**BATAAN POLYTECNIC STATE UNIVERSITY**

**Balanga City, Bataan Philippines**

**March 26, 2007**

**PERSONAL INFORMATION**

 **Birth Date :** November 19, 1986

 **Birth Place :** Samal, Bataan, Philippines

 **Civil Status :** Single

 **Nationality :** Filipino

 **Language :** English and Tagalog

 **Special Skills :** Computer literate MS office (MS Word, MS Excel, MS

PowerPoint, MS Publisher), AutoCAD and Freehand Drawing (Charcoal, Painting, Photoshop, CorelDraw, InDesign, QuarkXPress & Illustrator)

**Character References:**

*Character References available upon request.*