

SUMMARY

Profile: Male, 32, Single

Nationality: Filipino

Educational Attainment: Bachelor’sDegree

Current Location: Dubai

Current Position: Front Desk Receptionist

Preferred Location: Dubai

Salary Expectation: Not Specified/Negotiable

Educational Attainment: College Graduate

WORK EXPERIENCE

June 2013 to Present

* Provide office support services in order to ensure efficiency and effectiveness within the main office activities.
* Receive, direct and relay telephone messages and fax messages.
* Pick up and deliver the mails.
* Maintain the general filings and file all correspondence.
* Assist in the planning and preparation of the meetings.
* Provide word-processing support and secretarial support.
* Develop and maintain a current and accurate filings system.
* Monitor the use supplies and equipment

* Coordinate the repair and maintenance of office equipment.

April 2010 to November 2012 Marketing Executive Wiseman Books

Philippines

* promotional activities
* information
* writing reports
* monitoring performance analyzing and investigating price, demand and competition
* devising and presenting ideas and strategies
* Compiling and distributing financial and statistics information
* Writing reports
* And monitoring performance

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SKILLS

* Team building
* Analytical and problem solving
* Decision making skills
* Effective verbal and listening communication skills
* Computer skills including the capacity to spreadsheet and word processing program at the high proficient level (MS word, Excel).
* Stress management skills
* Time management skills
* Personal attributes
* Honest and trustworthy
* Possess cultural awareness and sensitivity
* Flexible
* Demonstrate sound work ethics

Educational Attainment:

Graduate Studies

Mary Hill School of Theology

Manila, Philippines

General Study of Christology Batch 2006 to 2009

Graduated!

Associate Study

St. Vincent School Theology

Manila, Philippines

Associate in Philosophy Batch 2006

College

Saint Theresa College

Tandag, Surigaodel Sur. Philippines

Bachelor of Elementary Education Batch 2003

Graduated!

High School

SSPSC at Sto. Nino

Sto. Nino, San Agustin, Surigao del Sur. Philippines

Batch 1995 to 1999

Elementary

Sto. Nino Elementary School

Sto. Nino, San Agustin, Surigao del Sur. Philippines

Batch 1989 to 1995

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Personal Data Age: 32

Birthdate: 21 November,1981 Nationality: Filipino, Asian Sex: Male

Speak: English (fluent), Filipino (native)