Maria

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**Career Objective:**

***Looking for a responsible and challenging position that will utilize my education and background, expand my knowledge and offer opportunities for personal and professional growth and advancement.***

**Employment Experience:**

**\* *February 17, 2015 up to present***

***Office Assistant***

***Facility Management Office***

***(Dubai Festival City)***

***\* May 01, 2011 up to Dec 31, 2015***

***Admin Office Assistant***

***MARS GULF GENERAL TRADING LLC***

***( Transguard Group llc)***

***Job Summary:***

*\** Receiving phone calls and transferring them to the concern person*;*

\* Assistant to the HR and Workplace Effectiveness Team Leaders;

\* Welcoming the guests, suppliers,management team,applicant etc. and offer them refreshments;

\* Responsible for preparing all the meeting rooms;

\* To be responsible for distributing letters, faxes and couriers to the staffs and associates;

\* To ensure the front desk area is cleaned and in tidy order;

\* To be responsible for sending mails at requests;

\* To provide assistance in preparing documents and reports;

\* To maintain the supply of office requisites;

\* To update and maintain mailing list of the company;

\* To support individuals at requests of the superiors;

\* Responsible for receiving and distributing of the monthly staff purchases;

\* To maintain an efficient and harmony working environment among employees, clients and

managers;

\* To help in filling the documents such as; Suppliers Invoices, Expense Claims, Cash and

Cheque Receipts, Accounts Opening Form, etc… as per department’s requirements.

\* To help in the activation of any projects of The Workplace Effectiveness managers and team leaders;

\* Other duties as requested.

***\* October 06, 2009 to April 28, 2011***

***Facility Care Attendant***

***Dubai International Airport -T3***

***( Transguard group Llc)***

***Job Summary:***

**\*** Responsible for ensuring the highest quality of cleanliness.

**\*** Maintain the orderliness in designated area assigned.

**\*** Taking care of the passenger’s needs.

\* Accomplishes given tasks.

\* Report needed things in designated area.

***\* March 16, 2009 to October 04, 2009***

***Administrative Aide IV***

***Supply Accountable Office/***

***Headquarter Philippine Navy***

***Job Summary:***

**\*** Prepares/renders annual inventory report, inspection and inventory report and other report

pertaining to supplies and equipments required by Unit Commander and Higher Headquarter.

\* Conduct periodic inspection/inventory and audit of properties aboard different unit/offices.

\* Maintains accounting of all required assets and disposal of unserviceable properties in accordance

with prescribed procedures and policies to ensure effective and accurate record keeping.

\* Received all deliveries of supplies and equipment from private authorized suppliers / dealers and

other government / AFP supply activities and coordinates with cognizant offices / committee for the

purpose of inspection and acceptance of such deliveries.

**Educational Attainments:**

**Tertiary** **:** **Muntinlupa Polytechnic College**

U.P side AlabangMuntinlupa City

***Course*** ***:*** ***Associate in Computer Science***

1991 – 1993

**Secondary** **:** **Saint Louis Anne Academy**

San Pedro, Laguna

1985 - 1989

**Primary** **:** **Bayanan Elementary School (Main)**

Bayanan, Muntinlupa City

1979 – 1985

: **Little Angels Kindergarten**

Bayanan, Muntinlupa City

1978 – 1979

**Personal Information:**

Born November 29, 1972, female, Muslim, 5'6” in height, 80kls.inweight, Filipino, with Good Moral Character.

Hardworking, flexible, self- motivated. Determined and God fearing, observes high standard of work ethics and attitude, Ability to work independently and systematically with minimal supervision.