Maria

Maria.234086@2freemail.com

**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.