*Curriculum Vitae of:*

Date of Birth: February 1 , 1987

**EDUCATIONAL ATTAINMENT:**

**ASSOCIATE IN HOTEL AND RESTAURANT MANAGEMENT**

**Divine Word College of Calapan 2008**

**WORK EXPERIENCE:**

**EXECUTIVE SECRETARY**

October 2013 to November 2014

**First Bank of Nigeria**

**Abu Dhabi**

**RESPONSIBILITIES:**

* Dealing with telephone and email enquiries
* Booking rooms and conference facilities
* Manage and arrange tickets for business trips.
* Arrange and confirm meetings as well as travel and accommodation for staff or customers and other external contacts.
* Manage the files and documents of the company.
* Maintaining budgets, petty cash and manage office bills and, as well as invoicing.
* Liable for withdraws and money deposits to the bank.
* Arrange schedules for the interviews of applicants.
* Ordering and maintaining stationery and equipment.
* Recruiting, training and supervising junior staff and delegating work as required.
* Arranging in-house and external events.

**RECEPTIONIST cum SECRETARY**

March 2010 to September 2012

**Eaton Electric Manufacturing LLC**

**Administration Department**

**Abu Dhabi**

**RESPONSIBILITIES:**

* Attending phone calls (receive, direct and relay telephone messages and fax messages).
* Collecting CV’s and arranging schedule for the interview.
* Maintain an adequate inventory for office supplies
* Sending Company profile of the agents prospect/clients.
* Receiving of database (printing & keeping important documents).
* Provide word processing and secretarial support
* Coordinate the repair and maintenance of office equipment
* Booked hotels and restaurants for company meetings.
* Organize and coordinate meetings, conferences, travel arrangements.
* Arrange and confirm appointments.
* Set up and maintain filing systems.
* Liaison with internal and external contact.
* Implement and maintain office systems.
* Take type and distribute minutes of meetings.

**RECEPTIONIST**

July 2008 to January 2010

**Chi Chis Mexican Restaurant**

**Abu Dhabi**

**RESPONSIBILITIES:**

* Attending phone calls incoming and outgoing.
* Check reservations, requisition and e-mails.
* Answer and fix guest complaint.

**ASSISTANT SECRETARY**

June 2005 to November 2007

**Philippines**

**RESPONSIBILITIES:**

* Handle incoming mail and other material.
* Prepare and manage correspondence, reports and documents.
* Coordinate the flow of information both internally and externally.
* Liaison with internal and external contact.
* Maintain schedules and calendars.



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