244192@gulfjobseekers.com

Career Objective:

Self-directed, resourceful and passionate administrative professional looking for any position as **Administrative Assistant/Receptionist/Secretary.** Bringing strong clerical and communication skills to provide effective support to the office.

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**Work Experiences**

**June 2015 – present Reena Car Rental LLC**

Receptionist Al Attar Tower, Sheikh Zayed Road

 Dubai, UAE

 04-3524049

**May 2013 - May 2015 Deebee Real Estate Broker**

Receptionist cum Admin. Assistant Al Attar Tower, Sheikh Zayed Road

 Dubai, UAE

 04-3425467

**Job Descriptions**

**Deebee Real Estate Broker**

**RECEPTIONIST cum Administrative Assistant**

* Assisting the sales team to research the property market.
* Engage in administrative tasks including email notifications and process of payments.
* Handling confidential information, including rental applications and copies of personal identification documents.
* Attend to visitors and deal with inquiries on the phone and face to face.
* Maintains safe and clean reception area by complying with procedures, rules, and regulations.
* Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
* Contributes to team effort by accomplishing related results as needed.
* Handling courier.
* Maintain an adequate inventory of office supplies.
* Perform other related duties as required.

**Reena Car Rental LLC**

**RECEPTIONIST:**

* Taking enquiries about the types of vehicle available and giving information on rental charges
* Checking vehicle availability and taking booking details from customers
* Preparing the necessary paperwork, taking payment, and making arrangements for the vehicle's delivery to the customer and its return
* Recording details on a computer booking system, sending out invoices, looking after long-term contracts, handling complaints and dealing with overdue accounts
* Noting the mileage, checking for any damage, arranging for servicing/cleaning work, and refueling when the cars are returned.

Work Skills

* Efficient in computer such as MS/Word, MS/Excel, MS/Outlook.
* Excellent in oral and written communication skills.
* Can work under pressure and dedicated to work.
* Ability to work independently, with minimal supervision.
* Willing to learn and valuable experience.
* Knowledge of administrative and clerical procedures.

Strength

 I have the potential to do everything that covers my responsibilities in doing the job that will achieve the mission-vision of a certain company or establishment. I can work under pressure and very dedicated to work well. I am honest, open-minded, responsible, good manners and hospitable. I am professional in the work place; I want to be close to my co-employee in order to maintain good relationship. I believe that having a good relationship to everyone is an advantage to achieve the common goal of the business/organization.

Educational Attainment

Course : Bachelor of Science in Hotel and Restaurant

 Management

Graduated : La Salle University, Ozamiz City (OCTOBER 2010)

Personal Background

Profession Hotel and Restaurant Management

Citizenship Filipino

Civil Status Single

Gender Female

Age 27

Date of Birth May 06, 1988

Dialect English, Tagalog, Cebuano

Visa Status Employment Visa