**PERSONAL INFORMATION:**

**Date of Birth** : September 26, 1981

**Age** : 33 yrs. Old

**Civil Status** : Married

**Nationality** : Filipino

**Language(s)** : Tagalog and English

**CAREER OBJECTIVE:**

Seeking a challenging career where I can utilize my academic technical, my analytical knowledge, and my major experiences that could significantly contribute to the growth of the organization with hard work and dedication.

**SKILLS & PROFICIENCY:**

* Excellent presentation and communication skills.
* Ability to adapt quickly to new challenges and work under pressure.
* Ability to plan, prioritize activities and work in a fast changing environment.
* Quick to learn with good interpersonal and organizational skills
* Proficient in Window, MS- Office (Word, Excel, Power Point, Outlook).

**WORK EXPERIENCE:**

**JOB TITLE :** **Personal Assistant of General Manager in Business Development &Operations**

**DATE OF EMPLOYMENT :** October 19, 2013 to present

**COMPANY :** Cleanco Trading, Importing and Services Est.

 United Arab Emirates

**Duties/Responsibilities:**

* Assisting General Manager (Business Development and Operations).
* Performs for project correspondence.
* Performs for client correspondence.
* Responsible for the site reports including timesheets, leave, and absence.
* Encoding technical information in coordination with Pest Control/Landscaping Department.
* Responsible for the booking of Air Ticket and E-Promise (ERP) encoding for the ZADCO Project.
* Performs other related duties and other administration task assigned by the General Manager and assisting other staff when required.

**JOB TITLE :** **Administrative Assistant**

**DATE OF EMPLOYMENT :** May 2009 to June 2010

**COMPANY :** De La Salle Lipa

 Philippines

**Duties/Responsibilities:**

* Conduct initials interviews and giving entrance exams for the applicant students.
* Assist the students answering questions and helping them in searching information.
* Receives a variety of documents, computer entry and document filing.
* Encodes information from a variety sources into a computer data base.
* Organizes and maintains files of record and correspondence of both routine and confidential nature.

**JOB TITLE :** **Administrative Assistant**

**DATE OF EMPLOYMENT :** March 2007 to April 2009

**COMPANY :** De La Salle University and De La Salle – College of Saint Benilde

 Philippines

**Duties/Responsibilities:**

* Answers telephone calls, takes and relays messages and respond to phone inquiries.
* Assist the students answering questions and helping them in searching information.
* Receives a variety of documents, computer entry and document filing.
* Managing and maintaining the superior’s calendar.
* Processing various reports/request that come in the faculty, staff and students.
* Preparing extra service for every term.
* Responsible to be organized, motivated individual who is capable of communicating with others in a positive and professional manner.
* Responsible for preparing, assisting and monitoring in the Enrollment and Adjustment of Schedule of the students.
* Handles incoming calls and performs administrative duties.

**JOB TITLE :** **Data Specialist**

**DATE OF EMPLOYMENT :** September 2002 to February 2007

**COMPANY :** SPI Technologies Inc.

 Philippines

**Duties/Responsibilities:**

* Types or inputs information from a variety sources into a computer database.
* Tags the data to the corresponding classification.
* Proofreads and ensures the documents are correct spelling.

**ON-THE-JOB TRAINING:**

**DATE :** June 2001 to November 2001

**COMPANY :** **San Miguel Group of Workers Inc**

 Philippines

**Duties/Responsibilities:**

* Types or inputs information from a variety sources into a computer database.
* Handles incoming calls and performs administrative duties.
* Organizes and maintains files of record and correspondence of both routine and confidential nature.
* Receives a variety of documents, computer entry and document filing.

**EDUCATIONAL ACHIEVEMENTS:**

**2008-2012** **Bachelor of Science in Information Management**

University of Rizal System

 Philippines



**Gulfjobseeker.com CV No:** **1465188**