**CAREER AIM**

To render service for a professionally managed organization that will build on my skills and experience, one that will enhance and let me contribute and share my knowledge, understanding and know-how on its progress and development will simultaneously allowing me the strength to positively develop my career advancement and upward development under working conditions conducive to such a career growth.

**KEY SKILLS**

* Strong verbal and personal communication
* Accuracy and attention to details
* Problem analysis, use of judgment and ability to solve problem efficiently.
* Self-motivated, initiative, high level of energy.
* Adaptability and ability to work under pressure.

**WORKING EXPERIENCE**

**CUSTOMER SERVICE/RECEPTIONIST CUM SECRETARY**

Abu Dhabi Investment Authority

Al Jaber Beyond Sports Management

U.A.E

June 2004 up to Present

**DUTIES & RESPONSIBILITIES**

* Organized and maintain file system and file correspondence and other records. This includes creating personal files, handling confidential reports and making copies of correspondence or other printed materials as required.
* Relate with customers with confidence, politeness and courtesy, thereby setting and creating a pleasant, friendly, business like atmosphere between Company/Client/Customer relationships.
* Maintaining excellent service to the customers and meeting their expectations by providing useful information as regards clarifications on gray areas of company rules, regulations and policies.
* Takes care and convey messages and answers general queries in a pleasant and efficient manner.
* Answer all telephone calls and connects callers as necessary and appropriate.
* Handles the listing of all staff and update them for future reference.
* Responsible for the appointment for each client.
* Responsible for the proper handling and security files, printout reports and source documents.
* Encoding and updating all customer information.
* Responsible for preparing monthly reports such as staff & members attendance, expenses reports & sales reports.

**EXECUTIVE SECRETARY**

Impregilo Edilizia S.p.A

U.A.E

March 2004 – May 2004

**DUTIES & RESPONSIBILITIES**

* Reporting directly to the MEP Project Manager.
* Maintaining and safe keep complete files of correspondence and documents.
* Filing, documentation, record keeping and orderliness at the office of the MEP Project Manager.
* Typed internal office correspondence and outgoing correspondence.
* Send/Receive faxes from suppliers.
* Attending incoming and outgoing calls.
* Perform other task that maybe assigned from time to time.
* Sorting incoming/outgoing mail.

**SPECIAL SKILLS**

* Computer Literate MS Office ( Excel, Word, Access & PowerPoint)
* Knowledge in Basic Accounting & Basic Peachtree Accounting
* Filing, typing, bookkeeping & data encoding

**EDUCATIONAL ATTAINMENT**

**COLLEGE** **Bachelor of Science in Commerce**

 Major in Computer Science & Business Administration

 Roosevelt College Marikina, Philippines - Graduated

**PERSONAL DATA**

Civil Status : Single

Nationality : Filipino

Date of Birth : May 31, 1977

Age : 38 years old



**Gulfjobseeker.com CV No:** **1465698**