**OBJECTIVE:** To be able to use my vast knowledge and skills from six years of experienced as a marketing and administrative officer.

**KEY SKILLS AND ABILITIES:**

**Management** - Direct actions of others and recommend corrections for better performance. Delegates tasks to efficiently manage administrative operations, giving appropriate clerical tasks and instructions to filing clerks, typists or receptionists in the same office.

**Technological skills** - Works with office software programs including spreadsheets, databases, word processing and graphic presentation software. Does typing and formatting presentations, reports, manuals, newsletters, website content and other administrative publications.

**Communication** - Information dissemination about office operation and interact well with a wide range of people. Fluent in English and Filipino language. Good writing skills for proofreading important documents.

**Organizational Ability** - Able to multi task, manage a filing system, track incoming and outgoing correspondence and coordinate the flow of paperwork around the office.

**Time Management** - Uses prioritization in organizing task and schedules to meet office deadlines.

**Technical Oversight** - Manages and orders office supplies and repairs to equipment to keep the office well-equipped and stocked for the staff.

**Problem Solving** - Troubleshoots conflicts among office personnel and works with vendors to ensure that orders are fulfilled as requested, invoices are paid and refunds or exchanges are processed.

**Planning Skills** - Create administrative and office procedures, such as establishing a procedure for employees and ensures the boss has sufficient resources at his disposal to complete projects on time.

 **WORK EXPERIENCE:**

**Mar. 2013 – Mar. 2015 DARWISH HOLDING**

 **QATAR**

 **ADMINISTRATIVE OFFICER**

**RESPOSIBILITIES:**

* Act as the main point of contact for visitors and callers, including reception duties.
* Provide general administrative support to the Executive Director and his department.
* Provide support for the arts programed/projects including assisting with administration of project work where appropriate and when agreed.
* Undertake general administrative duties including:

word processing, filing, copying and faxing, collation and distribution of minutes, reports and other documents.

* Dealing with incoming/outgoing mail and general emails.
* Ordering of equipment, materials and office supplies.
* Minute taking for Board, team meetings and other meetings as required.
* Undertake and assist in the recording and processing of invoices, receipts and payments as required and instructed.
* Assist in matters relating to marketing and publicity for the Company. Arrange meetings relating to the core operation of the Company.
* Arrange hospitality, ensure the smooth running of the organization on a day to day and as required basis.
* Maintain the central filing system, general database and archive.
* Provide administrative support for matters relating to the premises and operations
* Maintain close links and inform the Executive Director of all issues likely to affect the operation of Junction Arts.

**Nov. 2009 - Dec. 2010 INNOGEN ALDRIL PHARMACEUTICALS INC.**

 **PHILIPPINES**

 **MEDICAL REPRESENTATIVE**

**Feb. 2011 - Mar. 2012 BELLKENZ PHARMACEUTICALS INC.**

 **PHILIPPINES**

 **MEDICAL REPRESENTATIVE**

 (2nd Territorial Manager of the Year 2011

 Nationwide)

**RESPONSIBILITIES:**

* Arranging appointments with doctors, pharmacists and hospital medical teams, which may include pre-arranged appointments or regular 'cold' calling;
* Making presentations to doctors, practice staff and nurses in GP surgeries, hospital doctors and pharmacists in the retail sector. Presentations may take place in medical settings during the day, or may be conducted in the evenings at a local hotel or conference venue;
* Organizing conferences for doctors and other medical staff;
* Building and maintaining positive working relationships with medical staff and supporting administrative staff;
* Managing budgets (for catering, outside speakers, conferences, hospitality, etc.);
* Keeping detailed records of all contacts;
* Reaching (and if possible exceeding) annual sales targets;
* Planning work schedules and weekly and monthly timetables. This may involve working with the area sales team or discussing future targets with the area sales manager. Generally, medical sales executives have their own regional area of responsibility and plan how and when to target health professions;
* Regularly attending company meetings, technical data presentations and briefings;
* Keeping up to date with the latest clinical data supplied by the company, and interpreting, presenting and discussing this data with health professionals during presentations;
* Maintaining knowledge of new developments in the National Health Service (NHS), anticipating potential negative and positive impacts on the business and adapting strategy accordingly.
* Staying informed about the activities of health services in a particular area.

 **Feb. 2009 – Sept. 2009 FITNESS FIRST COMPANY**

 **PHILIPPINES**

 **SPA RECEPTIONIST/SECRETARY**

**RESPONSIBILITIES:**

* Responsible in booking of clients
* Responsible in inventory of products.
* Prepare and manage correspondence, reports and documents
* Organize and coordinate meetings, conferences, travel arrangements
* Take, type and distribute minutes of meetings
* Implement and maintain office systems
* Maintain schedules and calendars
* Arrange and confirm appointments
* Organize internal and external events
* Communicate verbally and in writing to answer inquiries and provide information
* Liaison with internal and external contacts
* Coordinate the flow of information both internally and externally
* Ensures that proper accounts are maintained and annual reports are prepared.

**Aug. 2007 – Oct. 2007 NATIONAL STATISTICS ORGANIZATION**

 **CENSUS ENUMERATOR/**

 **DOCUMENT CONTROLLER**

**RESPONSIBILITIES:**

* Data Collector assigned area.
* Data Encoder
* Check and Edit documents as per assigned of supervisor
* Perform other duties that may be assigned by the immediate supervisor.

**ON JOB TRAINING:**

**2,178 HOURS ON-JOB-TRAINING**

**IN DIFFERENT KINDS OF CLINICAL HOSPITALS AND COMMUNITY SERVICE**

**APRIL 2004 - 2007**

* Assisted Major Operations
* Assisted Minor Operations
* Performed Handled Delivery
* Performed Assist in Delivery
* Performed Cord Care of the infant.

**TRAININGS:**

* Certified First Aid Health Care Provider

 July 30-August 1, 2012

* Certified Basic Life Support Cardiopulmonary

 Resuscitation Healthcare Provider.

 (August 2-3, 2012)

**EDUCATIONAL ATTAINMENT:**

**BACHELOR OF SCIENCE IN NURSING**

**Aquinas University of Legazpi City**

Albay Philippines

2003-2007



**Gulfjobseeker.com CV No:** **1476546**