# MILA

# [MILA.246511@2freemail.com](mailto:MILA.246511@2freemail.com)

**Profile:**

* Had experience in office administration. Highly proficient in MS Office Applications.
* Exposed with different office atmospheres which gave me a wider scope and knowledge.
* Have excellent office administration skills. An independent and self-motivated professional & able to grow positive relationship with clients and colleagues at all organizational levels.
* Works well in both team environment and individual assignment. Energetic and enthusiastic with refined manners. Self-motivated and ambitious with strong desire to succeed.
* Adaptability and flexibility. Goal oriented working to accomplish the assigned tasks on time.

# WORK HISTORY:

**RALCO INDUSTRIES | PROFILES FZC**

**HFZA, SHARJAH-UAE**

**Receptionist cum Secretary**

**Nov. 15, 2015 to April 2017**

**PROVEN JOB ROLE:**

* Coordinate all administrative and business details and make sure that they are properly done without delay. Supervise and coordinate activities of staff.
* Take appropriate messages of the various callers and forward the same to respective departments.
* Review and answer correspondence; File correspondence & other records.
* Data encoding, input, scanning and transcribing of all computer related information of the company.
* Responsible for handling queries through faxes and emails.
* Draft letters & reports on behalf of the company. Prepare internal memos and businesses letters.
* Organize business itineraries; travel arrangements etc.
* Coordinate in purchasing office supplies.
* Prepare and arrange office supplies and staff requirements.
* Maintain and control confidential files and records.
* Assist various departments with administrative tasks, as requested.
* Performs other related tasks as may be assigned by the immediate superior from time to time.
* Record maintenance and report filing. Making Sales Invoices & Delivery Notes
* Preparing documents for banking transaction ( TR,LC & LBD)
* Screening all visitors coming to office.

**SALES/CASHIER**

**AL MAHAMIED GEN. TRADING**

**Jan.7, 2014 to Sept.30, 2015**

**Ajman, UAE**

Selling all type of garment, perfume, cosmetic and grocery

* Greeted customers in a timely fashion while quickly determining their needs.
* Maintained knowledge of current sales and promotions, policies regarding payment and exchanges and security practices. Responded to customer questions and requests in a prompt and efficient manner.
* Engaged with customers in a sincere and friendly manner.
* Completed all cleaning, stocking and organizing tasks in assigned sales area.
* Prioritized helping customers over completing other routine tasks in the store.
* Built relationships with customers to increase likelihood of repeat business.
* Responsible for counting and monitoring of stock every day

**Sales Coordinator for (2 years)**

**Accounting Staff (3 years)**

**ABM SYSTEMS, INC**

**(Computer wholesaler & Retailer Shop)**

**San Juan, Philippines**

**February 2007 – April 2012**

Selling different kinds of computer desktop parts like, Memory, Hard Disk, Processor, Video Card, Sony Vaio, Acer, LG, Toshiba, Lenovo.

* Customer focused like Assisting, Greeting and Show all demo if needed.
* Responsible for developing new account, and prepared formal quotation.
* In charge to monitoring the website if the price is low or high and captured the picture every items and to reply all the clients inquiry. In charge in Payables and Receivables, and daily control cash and cheque
* Data entry and Bank Reconcile. Prepare Weekly report and Monthly report.
* Responsible to arrange cash deposit and checks deposit and petty cash maintenance...
* Encode daily sales Invoice and Purchase receipt.
* Monitoring stock twice a week. In charge in Payroll

**DATA ENCONDER**

**LANDBANK OF THE PHILS**

**Manila, Philippines**

**Jan.2004- Jan.2007**

* Assist all customer walk-in and phone inquiry
* Encoding all Invoice receipt and Memorandum receipt
* Responsible for counting & monitoring of office supply on weekly and monthly basis.
* In charge of purchasing stocks prepares PO, as well as coordinates to our suppliers.

**SERVICE CREW/WAITRESS**

**AMANG FOODS CORP.**

**Manila, Philippines**

**Dec.1998- Dec.2003**

* Taking order, serving food. And operate cash register.
* Responsible to keep clean for the whole van
* In charge in Daily, Weekly and Monthly Sales report.
* Monitoring product First in to First out procedures
* Ensure proper display image and updates products price.

# SKILLS

* Positive outlook, Flexible, Reliable, Motivated team player,Excellent work ethic

**ABILITIES:**

Knowledge in computer such as MS Word, MS Excel, Communicate English and Filipino. Hardworking, fast learner and trustworthy.

# EDUCATION:

# Bachelor of Science in Commerce major in Accounting, CITY OF MALABON UNIVERSITY (undergraduate, 2YEARS)

# Personal Data:

Born on August 5, 1980 at Nueva Ecija, Philippines. Can write and speak English and Filipino language. Married. Date Issued May 03, 2017, Expiry Date May 02 2022 . Holding a new **visit visa** .