

**Gulfjobseeker.com CV No:** **1490478**

**QUALIFICATION**

**Bachelor of Arts Major in Mass Communications,**

**Far Eastern University, Philippines**

**EMPLOYMENT HISTORY:**

**Period: September 2013 – October 19, 2015**

**Company: Lotus Educational Institute**

**Designation: Office Secretary/Administration Assistant**

***Administration Assistant:***

* Responsible with the updates of the courses schedules as per the Training department’s request.
* Set up and maintain filing systems of the List of Students as well as the Inquiry files on a day to day basis.
* Answering emails and doing some correspondences with regards to inquiries coming from potential students
* Answering and screening incoming calls
* Doing some telemarketing on the various courses that the institute’s offer likes promotional discounts and other offers.
* Preparing and sending Daily report to the Training Dept.
* Giving support to the Training & Registrar Dept as per their request.
* Responsible for sending and preparing of Reminders and Notice to Students as per the department’s request.
* Receiving and issuing of Invoice and receipt.
* Giving support to the General Manager on a daily basis as the needs arises.
* Responsible for updating and retrieving as per requirement for the List of Student and all General List on the system on a daily basis

***Secretary***

* devising and maintaining office systems, including data management and filing;

 take notes or dictation at meetings or to provide general assistance during presentations;

* screening phone calls, enquiries and requests, and handling them when appropriate;
* meeting and greeting visitors at all levels of seniority;
* organizing and maintaining diaries and making appointments;
* dealing with incoming email, faxes and post, often corresponding on behalf of the manager;
* carrying out background research and presenting findings;
* producing documents, briefing papers, reports and presentations;
* taking minutes in meetings
* Liaising with clients, suppliers and other staff.

**Period: January 2013 – April 2013 (Temp.)**

**Company: Lucy Middle East**

**Designation: Receptionist/ Secretary**

***Secretary***

* Coordinate and facilitate team calendars to arrange appointments and meetings.
* Set up and maintain filing systems.
* Maintaining follow up with other staff of Operations Dept. on matters originating from the top Management.
* Arranging visas, hotel bookings and airline tickets.

***Receptionist***

* Receiving and screening telephone calls and visitors.
* Maintain tidiness at the reception area.
* Extend secretarial/administrative support to other staffs.
* Handling customer queries so that accurate information is passed on and is acted upon in a professional and efficient manner.
* Receive and send out courier requirements.
* Maintaining and updating files for quick retrieval of relevant documents.
* Maintaining a record of all incoming and outgoing international calls, both official and personal.
* Assist the accounting department in the preparation of invoice and following up on outstanding/account receivables.
* Maintain an adequate inventory of office suppliers.

**Period: September 2012 – December 2012 (Temp.)**

**Company: AL Shaiba Advocates & Legal Consultant**

**Designation:**

***Executive Secretary/Receptionist/Archive Clerk***

***Executive Secretary***

* Prepares correspondence, transmittal and other inter-office communications.
* Receiving and screening telephone calls and visitors.
* Extend secretarial/administrative support to other staffs.
* Handling customer queries so that accurate information is passed on and is acted upon in a professional and efficient manner.
* Receive and send out courier requirements.
* Maintaining and updating files for quick retrieval of relevant documents.
* Maintaining a record of all incoming and outgoing international calls, both official and personal.
* Assist the accounting department in the preparation of invoice and following up on outstanding/account receivables.
* Maintain an adequate inventory of office supplies

**Archive Clerk**

* Add new material to file records, and create new records as necessary.
* Answer questions about records and files.
* Assign and record or stamp identification numbers or codes in order to index materials for filing.
* Prepare “Ask the Law” every Wednesday as per Director’s instructions and send it to the concern person at gulf news to be posted on every week’s newspaper issue.
* Update the document files from time to time both hard and soft copy.

**Period: May 2012 – August 2012 (Temp.)**

**Company: Emirates National Oil Company (ENOC) L.L.C.**

**Designation: Administrative Assistant-Document Management Assistant (HR Department) Field: Oil & Gas**

**SKILLS**

* Assist in preparing, maintaining and submitting various documents as per the prescribed standards.
* Thorough knowledge about the various documents used by the organization, and its prescribed formats.
* Ability to study data carefully to detect mistakes and errors within the documents.
* High emphasis on detailing and accuracy.
* Capability to organize, prioritize and multi-task as per the requirements.
* Assist in preparing document needed by the manager’s presentation on words, excel and power point.
* Analyzing and revising competency profiles as per the manager’s amendment.

**Archive Clerk**

* Add new material to file records, and create new records as necessary.
* Answer questions about records and files.
* Assign and record or stamp identification numbers or codes in order to index materials for filing.
* Update the document files from time to time both hard and soft copy.

**EMPLOYMENT HISTORY**

**Period: August 2006 – September 2009**

**Company: Valiant Realty**

**Designation: Secretary cum Receptionist**

**Field: Real Estates**

***Receptionist***

* Using office equipment such as photocopiers, fax machines, switchboards and online record management
* Handling confidential information, including rental applications and copies of personal identification documents
* Receiving and processing incoming and outgoing mail
* Liaising with Property Managers and Real Estate Salespeople regarding their office
* Organizing meetings and social functions
* Auditing and purchasing office supplies

**Period: September - December 2004(Temp.)**

**Company: Altadis Tobacco Trading**

**Designation: Receptionist / Secretary**

**Secretary**

* Prepare and manage correspondence, reports and documents
* Set up and maintain filing systems
* Liaison with internal and external contacts
* Arranging Visas, Hotel Bookings and Airline Ticket.

***Receptionist***

* Managing all general duties; answering the telephone, filling, faxing, and assisting Line manager and other staff in all respects of secretarial and administrative work.
* Handle incoming and outgoing mail such as courier and post

**Period: July 2004– September 2004 (Temp.)**

**Company: Deira Tower Estates LLC.**

**Designation: Receptionist / Secretary**

***Secretary***

* Maintain schedules and calendars
* Arrange and confirm appointments
* Organize internal and external events
* Preparation of contracts for staff, clients and supplier
* Prepare and manage correspondence, reports and documents
* Set up and maintain filing systems
* Liaison with internal and external contacts
* Arranging Visas, Hotel Bookings and Airline Ticket

***Receptionist***

* Managing all general duties; answering the telephone, filling, faxing, assisting country manager and other staff in all respects of secretarial and administrative work.
* Handle incoming and outgoing mail such as courier and post

***Secretary***

* Maintain schedules and calendars
* Arrange and confirm appointments
* Organize internal and external events
* Preparation of contracts for staff, clients and supplier

**Period: September - December 2004(Temp.)**

**Company: Altadis Tobacco Trading**

**Designation: Receptionist / Secretary**

**Secretary**

* Prepare and manage correspondence, reports and documents
* Set up and maintain filing systems
* Liaison with internal and external contacts
* Arranging Visas, Hotel Bookings and Airline Ticket.

***Receptionist***

* Managing all general duties; answering the telephone, filling, faxing, and assisting Division managers, Branch managers and other staff in all respects of secretarial and administrative work.
* Handle incoming and outgoing mail such as courier and post

**Period: July 2004– September 2004 (Temp.)**

**Company: Deira Tower Estates LLC.**

**Designation: Receptionist / Secretary**

***Secretary***

* Maintain schedules and calendars
* Arrange and confirm appointments
* Organize internal and external events
* Preparation of contracts for staff, clients and supplier
* Prepare and manage correspondence, reports and documents
* Set up and maintain filing systems
* Liaison with internal and external contacts
* Arranging Visas, Hotel Bookings and Airline Ticket

***Receptionist***

* Managing all general duties; answering the telephone, filling, faxing, assisting country manager and other staff in all respects of secretarial and administrative work.
* Handle incoming and outgoing mail such as courier and post

**Period: June 2004 – July 2004 (Temp.)**

**Company: Emirates Petroleum Products Company (EPPCO) LLC.**

**Designation: Secretary to the Manager**

***Secretary***

* Maintain schedules and calendars
* Arrange and confirm appointments
* Organize internal and external events
* Preparation of contracts for staff, clients and supplier

**Period: February 2004 – April 2004 (Temp)**

**Company: Al Gurg FOSROC LLC**

**Designation: Receptionist cum Telephone Operator**

***Receptionist***

* Operate switchboard by receiving & screening telephone calls & visitors, determine priority. Making referrals to appropriate staff or provide requested information
* Handle incoming and outgoing mail such as courier and post
* Maintaining a systematic filling system on a very fast & easy traceable way
* Coordinate and facilitate team calendars to arrange appointments and meetings

**Period: August 2003 – November 2003(Leave vacancy)**

**Company: PHILIPS Middle East**

**Designation: Receptionist**

***Receptionist***

* Operate switchboard by receiving & screening telephone calls & visitors, determine priority. Making referrals to appropriate staff or provide requested information
* Handle incoming and outgoing mail such as courier and post
* Maintaining a systematic filling system on a very fast & easy traceable way
* Coordinate and facilitate team calendars to arrange appointments and meetings

**Period: July 2000– November 2002**

**Company: Dubai International Airport**

**Designation: Sales Assistant**

**Field: Retail Business**

***Sales Assistant***

* Customer Assistance
* Responsible for the operation of the cash register machine wherein cash sales should tally with the cash in hand.
* Inform the customers about the benefits and features of the items/products as visible as possible.
* Responsible for in-coming and out-going stocks and product inventory
* Maintains customer satisfaction by ensuring customer receives accurate, timely and
* quality information about the products they are buying.
* Replenish and arrange product displays.
* Perform other duties as need arise

PERSONAL INFORMATION

Date of Birth : 8 July 1976

Nationality : Filipino

Civil Status : Married