**Gender :** Female

**Birth Date :** 06/01/1992

##### Marital Status : Single

##### Nationality : Filipino

**Visa Status :** Tourist Visa

##### Summary

A young, smart and confident individual who enjoys working with numbers and with people who can contribute to my professional and personal development and growth. Efficiently and effectively perform works requiring general secretarial, administrative and accounting support. Patient, diligent and organize in executing task to meet superior's expectations. Trustworthy, energetic, ambitious, creative, resourceful and a self-directed person.

##### Professional Experience

* May 2015 – present : *Administration Executive*

Tron Advertising LLC – Dubai, UAE

* Perform general secretarial and administrative duties to ensure smooth work flow.
* Answer calls and direct them to appropriate department or take messages.
* Execute and assume responsibility for a range of routine and assigned duties.
* First point of contact of the prospective clients, suppliers and sub-contractors.
* Make calls/Send emails to suppliers and sub-contractors for inquiries or ordering new items/service.
* Prepare cheques and keep records of the released payments for the suppliers/ sub-contractors.
* Prepare, send and follow-up of quotations, variations and invoices of the clients.
* Make calls to prospective clients.
* Make visual samples/artworks for the clients.
* December 2013 – March 2015 : *Executive Secretary cum Receptionist*

Virtues Interior Design LLC – Dubai, UAE

* Perform general secretarial and administrative duties to ensure smooth work flow.
* Answer calls and direct them to appropriate department or take messages.
* Execute and assume responsibility for a range of routine and assigned duties.
* First point of contact of the prospective clients, suppliers and sub-contractors.
* Make calls/Send emails to suppliers and sub-contractors for inquiries or ordering new items/service.
* Prepare cheques and keep records of the released payments for the suppliers/ sub-contractors.
* Prepare and send quotations, variations and invoices of the clients.
* Coordinate with different departments to ensure accurate records of the projects.
* Prepare and follow-up required documents and applications for visa processing.
* Process renewals for the company’s and employees documents.
* Take responsibility of confidential company documents such as contracts, payrolls, etc.
* January 2011 – March 2013 : *Secretary cum Receptionist*

New Dawn Insurance Services – Philippines

* Perform general secretarial and administrative duties to ensure smooth work flow.
* Responsible in depositing cash and cheque payments received.
* Attend to internal and external correspondence as well as follow through on specific action that needs to be taken.
* Make calls to clients to offer/follow-up policy renewal.
* Maintain printed and electronic records of correspondence, policies, receipts, transmittals, etc.
* Answer calls and direct them to appropriate department or take messages.
* Execute and assume responsibility for a range of routine and assigned duties.
* March 2008 – December 2010 : *Accounting Clerk cum Secretary*

San Andres & Associates, CPAs – Philippines

* Analyze financial data and prepare reports as per requirements.
* Provide general assistance to CPA such as but not limited to organizing, filing, sorting, etc
* Receive, verify and prepare bank deposit reports.
* Prepare and generate reports of submitted government premiums and contributions.

##### Certification / Training Attended

* June 2015 – August 2015 : *Basic Graphic Design*

Filipino Association for Computer Excellence

(FACE UAE)

* Adobe Photoshop (CS5, CS6)
* Adobe Illustrator (CS5, CS6)
* August 2014 – October 2014 : *International Computer Driving License* *Training Program*

Filipino Association for Computer Excellence

(FACE UAE)

* Information Technology
* Managing files
* Information and communication
* Word processing
* Spreadsheet
* Database
* Presentation
* May 2013 – June 2013 : *Call Center Agent Training*

Technical Education and Skills Development Authority (TESDA)

* Language Proficiency.
* Cultural awareness.
* Phone etiquette.
* Personality development

**Education**

Jun 2008 – Apr 2009 : Bachelor of Science in Business Administration Major in Management

City College of Manila – Philippines

Jun 2007 – Apr 2008 : Bachelor of Science in Financial Accountancy

City College of Manila – Philippines



**Gulfjobseeker.com CV No:** **1514016**