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**JOB OBJECTIVE**

To enhance and enrich my knowledge and personality as individual, to share my skills and learning to my new co-worker which I gained. To apply for a challenging position that would enhance my capabilities and widen my experience into a multinational and highly demanding environment and to endow myself with other opportunities in order for me to achieved my goals and broaden my horizon.

**KEY STRENGTH**

* Holder of a Bachelor’s degree in **Hospital and Home Health Care Management** with satisfactory scholastic grades.
* Highly effective leadership, communication, motivational and inspirational skills
* Computer expertise, with proficiency in all MS Office programs.
* Superior multitasking talents, with the ability to manage multiple high priority assignments and develop solutions to challenging business problems.
* Creative, resourceful and flexible; able to adapt to changing priorities and maintain a positive attitude and strong work ethic.
* A highly organized and detail-oriented professional.
* Dedicated, focused; able to prioritize and complete multiple tasks and follow through to achieve goals; fast learner.
* Can read and write in English Can communicate fluently in English
* Can work under time pressure, flexible, goal-oriented, adaptable, team player.
* Willing to be trained.
* With UAE Experience as a Receptionist cum Data Controller Clerk.

**WORK EXPERIENCE**

**Receptionist cum Data Entry Clerk**

ForuM Group of Companies (South Land Auto Spare Parts Trading L.L.C) Dubai, UAE

**\***December 23, 2013 – Present

**Duties and Responsibilities**

* Answer all incoming calls and handle caller’s inquiries whenever possible.
* Prepare, compile and sort Purchase bill, Pro-forma Invoice and other documents.
* Maintain logbooks or records for activities and tasks.
* Enters purchase bill into a system by checking the part number, quantity, price, brand and amount if it’s the same in the hard copy and in the system.

**Branch Support for HR/ HR Assistant**

Sincere Staff Management Services, Philippines

**\***June 2011 – September 2013

**Duties and Responsibilities**

* Acts as the office secretary of the Branch
* Sees to upkeep and maintain office general files, records, furniture, decors, facilities and equipment.
* Receives and logs all incoming and outgoing communications, including telephone message, and forwards them to the desk of the Branch Head for appropriate action.
* Performs secretarial and other clerical works in the office such as reproduction and distribution of memoranda, posting notices, preparing venues of meetings and others.
* Regularly performs the updating, tallying, reports and filing of inter-office documents particularly those between different offices.
* Prepares the monthly salary deduction report for office personnel, based on the duty verified attendance report, and submits the same to the Branch support for Finance.

**HR Assistant cum Receptionist**

Unified Workers Cooperative, Philippines

**\***January 2010 – April 2011

**Duties and Responsibilities**

* Receive, direct and relay telephone messages and fax messages.
* Pick up and deliver the mail.
* Maintain the general filing system and file all correspondence.
* Assist in the planning and preparation of meetings, conferences and conference telephone calls.
* Maintain an adequate inventory of office supplies.
* Greet and assist the visitors.

**EDUCATIONAL BACKGROUND**

**Tertiary Level** **Bachelorof Science in Business Administration**

Major: Hospital and Home Health Care Management

Ateneo de Naga University

Naga City

June 2008– March 2012

**PERSONAL INFORMATION**

**Date of Birth:** 24th December 1992 **Place of Birth:** Philippines

**Citizenship :** Filipino **Civil Status:** Single

**Religion :** Christian **Height:** 5’5

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**Gulfjobseeker.com CV No:** **1517832**