|  |
| --- |
| New_logo.gif**Whats app Mobile:+971504753686** **Gulfjobseeker.com CV No:**E-mail: gulfjobseeker@gmail.com |

**Objective**

To gain experience that will serve as a foundation for my future career and to enhance my communication and technical skills as well. Be elevated in terms of career and personal growth and be able to apply my distinctive skills to an organization where I belong.

**Summary of Qualification**

* Good data entry skills; Developed Computer skills in Microsoft office and excel
* Good level of documentation Accuracy.
* Ability to review and understand documents and extract data.
* Excellent team working and interpersonal skills.
* Good understanding of document control activities and the departmental point of contract for document control.
* Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
* Directs visitors by maintaining employee and department directories; giving instructions.
* Maintains security by following; monitoring logbook; issuing visitor badges.
* Meeting and greeting clients.
* Booking meetings and arranging couriers.
* Sorting and distributing post.
* Good administrative task.

**Professional Experience**

**Receptionist**

**KUN Management Consultant (**September 2014 to Present)

 **UAE**

* Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
* Directs visitors by maintaining employee and department directories; giving instructions.
* Maintains security by following procedures; monitoring logbook; issuing visitor badges.
* Maintains safe and clean reception area by complying with procedures, rules, and regulations. Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
* Prepare invoice and other documents for shipment.

**Finance & Admin Staff**

**Dental Works International Inc (**Dec 2, 2013 – August 2, 2014)

* Preparing Cash Position
* Preparing Request for payment to be sign by the president
* Preparing Bills
* Making Checks & Check Voucher
* Preparing Remittances
* Responsible for all banking transaction
* Issuing memos to the employee using Integra System
* Monitoring of the employee’s leave
* Outsourcing of the supplier
* Encoding Invoices @ Quickbooks
* Encoding Payment using Quickbooks
* Checking Columnar Logbook
* Checking Petty Cash
* Receiving Payment for the local cases

**Secretary/Admin Assistant**

**First Needlework’s Enterprises (**March 23 – July 31, 2013)

* Deal with all enquiries in a professional And courteous manner, in person, on the telephone
* Prepare invoice and other documents for shipment.
* Make memos or action discipline letter for the employees who disobey the company rules and regulation.
* Checking Deliveries from other company.
* Processing Export documents.
* Filling Of other Documents.
* Inventories of Office Stocks.

**Information/Admitting Staff**

**UPH – Dr. Jose G Tamayo Medical Center (**Aug 6, – March 7, 2013)

* Answer phones and transferring it to other department.
* Answering inquiries of the client or relative of the patient.
* Posting of the names of Resident doctor on duty.
* Interviews incoming patient or representative and enters information required for admission into computer: Interviews patient or representative to obtain and record name, address, age, religion, persons to notify in case of emergency, attending physician, and individual or insurance company responsible for payment of bill.
* Explains hospital regulations, such as visiting hours, payment of accounts, and schedule of charges.
* Enters patient admitting information into computer and routes printed copy to designated department.
* Obtains signed statement from patient to protect hospital's interests.
* May assign patient to room or ward.
* May compile data for occupancy and census records.

**Document Control**

**P.A. Alvarez Development and Properties Corp (**Oct. 2011 - Feb 2012)

* Responsible for the overall control of all the documents.
* Receives all incoming documents
* Determines filing category and makes input to the automated document/drawing control basement.
* Retrieves documents the automated distribution log
* Responsible for file validation and document controlling.
* Converting all the Hardcopy documents into softcopy.

**SEMINARS ATTENDED**

* Advertising: Form of Communication

Performing Arts Theater, UPHSL

* Business Empowerment: Surviving a slow economy

Performing Arts Theater, UPHSL

* Business Planning

Performing Arts Theater, UPHSL

* First Asia Institute of Technology and humanities

5th Entrepreneurship forum:”Technoprenuership: re-inventing business through technology”

Tanauan City, Batangas Aug 20, 2010

* First Asia Institute of Technology and humanities

6th Entrepreneurship forum:”Business Law: Empowering business, protecting people and building the nation”

Tanauan City, Batangas Jan 20, 2011

* Trends of Corporate World: Survive, Conquer, Win

February 7, 2012

* Corporate do’s and don’ts

February 8, 2012

**EDUCATIONAL ATTAINMENT**

College:

 ***Bachelor of Science in Commerce - Major in Business Management***

 2008 -2012

High School: Liceo De

Laguna

 2004-2008

Elementary School: Liceo De

, Laguna

 1999-2004

**PROFILE**

* Computer literate, has wide knowledge in windows 2000 and XP, proficient in MS Word, Excel and other basic programs.
* Has good interpersonal and intrapersonal relationship.
* Fluency in the English language.
* Can work minimum supervision but with maximum result.