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**Civil Status: Single**

**Age: 29**

**Date of Birth: May 10, 1986**

# 

**POSITION APPLYING FOR: SECRETARY / ADMIN ASSISTANT/ RECEPTIONIST**

## CAREER OBJECTIVE

To pursue a demanding role within a reputed firm with the approach to take up the responsibilities to accomplish organizational goals wherein my skills and potentials will be utilized to the maximum; alongside focusing on the scope of enhancing my personal skills & gaining maximum knowledge during my tenure to contribute to the growth of the firm

**KEY SKILLS**

* Knowledgeable in Windows-based software systems, Microsoft Office products – Outlook, Word, Excel and Powerpoint
* Excellent written and verbal skills to communicate with all levels of the organization
* Effective multi-tasking skills, ability to prioritize tasks with minimal supervision and good time management skills
* Efficient team player and experienced individual worker with the ability to learn quickly and perform the task at its best for excellent output

**EMPLOYMENT HISTORY**

**Manila Electric Company**

**July 5, 2010 – Dec. 31, 2015**

**Administrative Clerk – Facilities Maintenance Dept. (3 years)**

* Assigned as administrative clerk at the Main Office to prepare Job Orders Forms
* Secure an Acknowledgement Receipt for Maintenance personnel before they can withdraw materials and conduct maintenance /fabrication works
* Encode the necessary details of maintenance work/s on a system for internal data to be consolidated monthly and reported quarterly.
* Deliver errands and/or serve as company driver for our supervisors during inter-office meetings (authorized to use company car)
* Relieved the Time Administrator during her Maternity Leave (handling HRIS)
* Applications used: Microsoft office – Word, Excel, Access; MMS-SAP related, HRIS(SAP-BUI)

**Adminstrative Assistant –Branch Office (2 years)**

* Reporting directly to Administrative Supervisor
* Receive customer letter of complaints, requests, appreciation, etc. and attend to their needs
* Process petty cash reimbursements, Customer Cash Advance Refunds, Meter and Service Deposit refunds, and other customer and employee refunds.
* Safekeeping and monitoring of refund checks and its errands(personal car)
* Monitor office supplies and operational materials(meters, meter seals, etc.) inventory and managing its replenishments and reporting
* Verification of contractors billing before submission to Main Office
* Manage employee information and provide assistance to their IT problems, uniforms and supplies issuance, furniture repairs, etc.
* Gathering of data, layout the presentation, and managing overall necessities for weekly staff meetings ,sudden coordination meetings(contractors, local government units, customers), and monthly general meeting(whole branch office and auxiliary office) as part of being promoted to **Administrative Supervisor** on the latter year
* In addition to this, being assigned for the preparation and submission of the overall operational budget of the branch office and its auxiliary for the upcoming year during the budget preparation period
* In charge of the functionality of overall branch office team operations (applications, payments, complaints ,technical support, field support, security, utility, IT)
* Served as the secretary reporting directly to the Branch Manager
* Applications used: Microsoft Office – Word, Excel, Powerpoint, Publisher, MMS & FMS(SAP), HRIS –SAP, CMS Mainframe and CMS v10, SRM, and BPC - browser generated

**HNR Pacific Industries (Pacific Steam Laundry)**

**Assistant Checker**

2003 - 2006

* Receive incoming garments from different brand companies
* Proper storage and distribution of garments to processing departments
* Verify outgoing finished products for dispatching
* Maintain files for record purposes
* Provide clerical and administrative support to management as requested

**EDUCATIONAL BACKGROUND**

**EDUCATIONAL ATTAINMENT**

Tertiary University of Caloocan City

Bachelor of Science in Business Administration

Major in Managerial Accounting

2006 – 2010

Secondary Camarin High School

1997 – 2003

Primary Camarin D Elementary School

1991 – 1997

### PERSONAL DATA

Birth date : May 10, 1986

Sex : Male

Civil Status : Single