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**Gulfjobseeker.com CV No:259986**

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**OBJECTIVE:**

**To obtain a job within my chosen field that will challenge me and allow me to use my education, skills and past experiences in a way that is mutually beneficial to both myself and my employer and allow for future growth and advancement.**

**QUALIFICATIONS:**

* Self starter, quick learner and a dynamic team player that works comfortably in multicultural environment, and with strong interpersonal and communication skills.
* Ability to organize, prioritize and work under extreme pressure, heavy work load and deadlines.
* Proficient with Microsoft Office (Excel, Outlook, PowerPoint and Word)
* Four years experience as a receptionist and administrative assistant in Dubai.
* Graduate of Bachelor of Arts major in Public Administration.

**WORK EXPERIENCE:**

***RECEPTIONIST cum ADMINISTRATIVE ASSISTANT***

**U.A.E. Trading Establishment**

February 2012 – Present

[www.uaetrading.com](http://www.uaetrading.com)

[www.rodeodriveuae.com](http://www.rodeodriveuae.com)

**Duties and Responsibilities:**

* Answer and direct phone calls; provide information to callers; take and relay messages.
* Greeting and assisting visitors in the office.
* Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
* Maintain contact lists.
* Distribute correspondence memos, letters and faxes.
* Prepare and send outgoing faxes, mail, and courier parcels.
* Provide general administrative and clerical support including mailing, scanning, faxing and copying to management.
* Prepare and modify documents including reports, drafts, memos and emails.
* Open, sort and distribute incoming correspondence.
* Carrying administrative duties such as typing, copying, binding and scanning.
* Filing papers and documents; keeping a confidential records and files; coordinate and maintain records for staff; handling employees’ passports.
* Operate a range of office machines such as photocopiers, computers and faxes.
* Coordinating repairs of office equipments.
* Monitoring stationary levels and ordering office supplies; purchase, receive and store the office supplies ensuring that basic supplies are always available.
* Writing letters and emails on behalf of other office staff.
* Assist in resolving any administrative problems.
* Organize and schedule meetings, appointments and travel arrangements for Manager.
* Booking conference rooms, taxis, couriers and hotels.
* Assist the General Manager in dealing with other functional works.
* Handling MTM and MTO (Made to Measure and Made to Order) for Tom Ford, Ermenegildo Zegna and ISAIA.

***OFFICE CLERK cum RECEPTIONIST***

**Municipal Assessor's Office**

Philippines

June 2011 - December 2011

**Duties and Responsibilities:**

* Answer telephone, direct calls and take messages.
* Operate office machines such as photocopier, scanner and computer.
* In charge in procurement of office supplies.
* Data Encoding
* Mail out letters, receives and distributes incoming mails and faxes.
* Provide general office support to the team, maintaining records, management database systems and performing basic book keeping work.
* File and retrieve corporate documents, records and reports.
* Open, sort and distribute incoming correspondence, including faxes and email
* Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution.

***CASHIER***

**Jollibee Food Corporation**

Philippines

June 2005 – August 2006

**Duties and Responsibities:**

* Greet and entertain customers with pleasant manner.
* Handling cash transactions.
* Received payment by cash and credit cards.
* Guiding and solving queries of costumer.
* Balances cash drawer by counting cash at beginning and end of work shift.
* Resolve customer complaints, guide them and provide relevant information.
* Issue receipts, refunds, credits, or change due to customers.

**EDUCATIONAL ATTAINMENT:**

2007 – 2011 NOTRE DAME UNIVERSITY, Philippines ***BACHELOR OF ARTS IN PUBLIC ADMINISTRATION***

*(Graduate)*

2003 – 2005 NOTRE DAME UNIVERSITY, Philippines

***BACHELOR OF SCIENCE IN ELEMENTARY EDUCATION***

*(Undergraduate)*

1999 – 2003 NOTRE DAME OF SARMIENTO, Philippines

***Secondary Education***

**PERSONAL INFORMATION:**

Birth date: September 28, 1986

Age: 29

Gender: Female

Marital Status: Married

Language: English, Tagalog