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**OBJECTIVE**

Aiming for stable company where can I spend my next long term employment with a challenging position inAdministrative/Secretarial with a strong desire to make substantial and positive impact towards the success of the organization and my own career growth. **C:\Program Files\Microsoft Office\MEDIA\OFFICE12\Lines\j0115855.gif**

**PROFESSIONAL SKILS**

Communicate clearly and concisely in both written and oral form.

Time management. Interpersonal skills and work well under pressure.

.Pro active and independent attitude to work.

Strong Knowledge of Microsoft Office Programs (Excel, PowerPoint, Word, Outlook)

**EXPERIENCE OVERVIEW**

**Position:** Admin Receptionist

**Industry:** Real Estate Brokers Dubai UAE 2014-2016

**Job Summary**

* Prepare drafts, agreements, leases and other related documents.
* Advertise properties in portals given e.g. Dubizzle and other portals
* Run and execute day-to-day activities of a real estate business unit.
* Responsible for entering property listings to the database.
* Answer and respond to customer inquiries and needs.
* Maintain and manage all databases relating the real estate functions and activities
* Operate office equipment such as fax machines, copiers, and phone systems, and use computers for
* Spreadsheet, word processing, database management, and other applications.
* Open, read, route, and distribute incoming mail or other materials and answer routine letters
* Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
* Filling, sorting, scanning, and photocopying various documents.
* Assists visitors or callers and handle their inquiries or direct them to the appropriate persons according to their needs
* Assisting the sales team to research the property market, market properties in print and online.
* Prepares invoices, quotations, monthly WPS

**EXPERIENCE**

**Industry:** General Maintenance/ Technical/Cleaning Services –Dubai UAE 2012-2014

**Job Summary**:

* Responsible for processing invoices payment and monthly accounts receivable billings
* Responsible for Processing Monthly WPS for employees through bank, prepares, quotations, invoices.
* Answer in a high volume of calls and maintain rapid response.
* Maintained financial files and documents.
* Serves customers by providing product and service information.
* Resolving service problems.
* Organized, calculate customer daily, monthly payment.
* Billing, sorting, keeping records of company expenses.
* Organizing, storing paper works, documents and computer based information

ensuring important documents can be accessed quickly.

* Reconciled multiple accounts and financial statements on a monthly basis
* Keep records of Clients and employee database.
* Deal with all enquiries in a professional and courteous manner, in person, on the telephone or via e-mail
* Expertise in preparing Drivers and cleaners schedule
* Able to do a proper training / orientation for new joiners (cleaners)
* Ensure closing deadlines are met
* Filling and proper documentations

**EDUCATION**

**Degree:** 4 Years in Bachelor of Science in Commerce, Major in Computer Science

**Year Graduated:** 2001**-**2005

**University:** Wesleyan College Cabanatuan City, Nueva Ecija, Philippines

**PERSONAL INFORMATION**

**Date of Birth:** 14th of April 1982

**Civil Status:** Single