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Dear Sir/ Madam,

Currently I am seeking a job, by chance with interest I am looking a company for applying in a position of ***Administrative Assistant, Secretary, Accounts Assistant*, *Data Entry Operator*,** ***Receptionist, Sales Coordinator****.* My qualifications maybe should meet your requirements.

My experience in office has given me the opportunity to master administrative, management and the customer service skills. Despites the diversity of the jobs I have held during and after the previous company, all the positions seems to share some common themes. In each role I was asked to interpret and simplify information and interact with others on a regular basis.

As a Secretary I do typing a correspondence letters, business letters, and letter of inquiry professionally. My initiative and interest in learning more in my profession attract to my superior for giving me a promotion in my position as Accounts Assistant, Admin Assistant, Data Entry Operator & Sales Coordinator. As Account Assistant I do posting a credit and debit accounts of the company, preparing the statements of account for the client Etc.

In addition, I am proficient in the Microsoft Office, Word, Excel, Power Point, Outlook and some related office works and documents in computer.

At this juncture I am seeking a new opportunity where I can apply the above mentioned skills and add value to another organization. My resume is attached for your review and I look forward to a personal interview.

Sincerely Yours,

**OBJECTIVES:**

*To be a part of prestigious company that will extend my career and hence my knowledge contributing in the future organization to work as one team to the fullest of my assets and abilities with strong determination to succeed and invaluable dedication to my profession.*

**EDUCATIONAL ATTAINMENT:**

**COLLEGE:**  *Bachelor of Science in Business Administration*

*Major in Management (4th year under graduate)*

*PHILIPPINE CHRISTIAN UNIVERSITY*

**Skills:**

Proficient in operating computer:

Microsoft Office Word/ Excel/ Power Point & Outlook

Dac Easy (Payroll 95), Quick Books & PACT

**Special Skills:**

Typing (speed 35- 45 words per minute)

Systematically Document Filling & Book Keeping

**Work Experienced:**

**Part Time Events Coordinator:**  January 20, 2016 to February 10, 2016

Company Name: Wish Events Parties & Preparations Services L.L.C.

Block 2 Flat #204 Horizon Tower Ajman, U.A.E.

**Duties and Responsibilities:**

* To know what kind of events we need for preparation

- See the venue and place in which the events or party our clients prepared

* Organize and set up all the decorations in which the clients choose
* Receiving the phone calls and inquiries

**Work Experienced:**

**Temporary** **Secretary cum Account Assistant:**  Nov. 05, 2015 to January 06, 2016

Company Name: AL BINAYAH BUILDING MATERIALS TRADING CO.

Warehouse #6, Industrial Area 11 Sharjah, U.A.E.

**Duties and Responsibilities:**

* Provide administrative support to the management.
* Screen telephone calls.
* Organize and coordinate meetings, conferences, travel arrangements.
* Prepare and manage correspondence, reports and documents
* File correspondence and other records
* Pay Bills like Telephone, Electricity & Water
* Manage Petty Cash
* Maintain record of all incoming and outgoing couriers
* Recording the employee’s visas, labor cards, vehicle registration for timely renewals
* Arrange and confirm appointments & meetings internal and external
* Handle incoming mail and other material, set up and maintain filing systems
* Handle clients’ queries & redress their grievances.

**Secretary cum Account Assistant:**  June 19, 2013 to September 30, 2015

Company Name: GLOBAL YARD PLYWOOD INDUSTRIES L.L.C.

**Duties and Responsibilities:**

* Making and preparing the invoices of the customers purchase of our materials
* Preparing the statements of accounts for all the customers of our company
* Receiving & Screening telephone calls in good manner
* Respond to inquiries and provide appropriate secretarial support to our client
* Handling the Petty cash and monitoring the office supplies
* Follow up payments for pending amount receivables from customers in good manner
* Posting all cheques issued/ received from Clients/ Suppliers in computer and book
* Doing the monthly payroll of the salary of Staffs and Laborers
* Preparing and updating the documents, supporting papers and the breakdown of all the details in Sales, Purchase and Banks for annually auditing
* In charge and giving Administrative support in company on behalf of may manager during his absent or out of country

**Data Entry Operator cum Accounts Assistant:** February 2009 to May 2012

Company Name: MUSTHAPA IBARAHIM BUILDING MATERIALS TRAD. L.L.C.

**Duties and Responsibilities:**

* Review, updates & maintain the list of materials stock in our warehouse
* Making & preparing the invoice of customers purchase of our materials
* Prepares and send inquiries to the suppliers of our materials (overseas)
* Doing the daily sales reports and hand over it to my manager
* Monitors the price increase and report the changes to our Manager
* Prepare the schedules of the drivers for the deliveries of materials daily
* Posting all the cheques issued by our manager for our suppliers
* Checking the Bank Statement of account for the penalties and charges
* Checking the Bank LBD for those companies we discounted the cheque received
* Doing the monthly payroll of the salary of Staffs and Laborers
* Updates, Maintains, Compiles & records the documents, supporting papers and the breakdown of all the details in Sales, Purchase and Banks for annually auditing
* Handling & monitoring petty cash for the daily expenses in office supplies & toiletries

**SECRETARY cum TELEMARKETING:** March 2001 to January 2009

MUSTPHA IBRAHIM BUILDING MATERIALS TRAD. L.L.C.

**Duties and responsibilities:**

* Handle all incoming and outgoing calls in a professional manner
* Typing corresponding letters, answering inquiries, making quotation & conducting a meeting between our manager and client
* Taking appointment for our manager & sales person
* Supporting our salesmen by promoting our product convincingly in telephone
* Making and posting the Memo’s for our staffs and laborers
* Sending faxes, E-mail, Letters and documents by couriers
* Follow up the deliveries of the materials from the suppliers
* Arranging flight schedule of my manager for his traveling and the booking for Hotel
* Checking & receiving the materials deliveries and returns

**SECRETARY cum RECEPTIONIST:**  September 1997 to December 2000

WARSI DECORATION & CONTRACTING L.L.C.

Shed #3 Oman Road Al Nakheel, Ras Al Khaimah, U.A.E.

**Duties and Responsibilities:**

* Typing the quotation, correspondence letters, answering the telephone calls, taking the appointment for my manager’s meeting to his client
* Welcome our clients by greeting them, in person or on the telephone
* To maintain the receptions area of the office clean and properly arrange the catalogue
* Preparing the schedules of the laborers daily routine for the location of their job
* Making and posting the Memo’s for our staff and laborers
* Sending faxes and letters & arrange time cards of laborers for their overtime

Additional Information:

Language to speak: English (fluent)

Arabic (a little bit)