

Whats app Mobile:+971504753686

 Gulfjobseeker.com CV No:1561364

E-mail: gulfjobseeker@gmail.com

**OBJECTIVE:**

To pursue a challenging career and be a part of progressive organization that gives a scope to enhance my knowledge, utilizing my skills, educational background and ability to work well with people towards the growth of the organization.

**SKILLS**

* Strong interpersonal skill.
* Detail-oriented and flexibility.
* Ability to work as individual as well as in group.
* Highly motivated and eager to learn new things.
* Ability to handle pressure and meet deadlines.
* Computer Skills: Microsoft Word, Excel, PowerPoint, Internet Research.
* Decision making and problem solving skills

**WORK EXPERIENCES :**

**PROBIKES MOTORCYCLE CENTER**

**Philippines (2011-2015)**

**Receptionist cum Secretary**

**MART ONE DEPARTMENT STORE**

**PHILIPPINES (2010- 2011)**

**Receptionist cum Secretary**

**RESPONSIBILITIES :**

* Meet & greet visitors in a friendly & polite manner.
* Answer all incoming calls & respond to queries.
* Generally providing administrative support to all departments as and when required
* Take and relay messages.
* Provide information to callers.
* Greet persons entering organization.
* Deal with queries from the public and customers.
* Ensures knowledge of staff movements in and out of organization.
* General administrative and clerical support.
* Prepare letters and documents i.e. courier, etc.
* Receive and sort mails and deliveries.
* Schedule appointments.
* Maintain appointment diary either manually or electronically.
* Organize meetings.
* Tidy and maintain the reception area.
* Maintain office stationeries and consumables

**EDUCATIONAL BACKGROUND**

Tertiary: Bachelor of Science in Biology

 University of Northern

 Philippines 2006-2010

**PERSONAL BACKGROUND**

Sex: Female

Age: 26 yrs. old