**First Name of Application CV No 1620888**

Whatsapp Mobile: +971504753686



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**CAREER OBJECTIVES:**

To seek a suitable position in an organization that would fit my qualifications and enhance my knowledge and skills to achieve further personal and professional growth.

**Skills and Qualification:**

Good in English speaking and writing.

Computer literate has knowledge in Microsoft Office and operations of standard office equipment.

Fast learner, flexibility, adaptability, organizing and planning skills and can work with minimal supervision and attentive to details

**Work Experience:**

**Current Job:**

**Office Secretary / Administration**

Al Burini Technical Equipment Maintenance Est.

Al Rais Building Office 115, Mankhool Road, Bur Dubai UAE

(Tel: +97143554474)

**Responsibilities**

Some tasks are common to my work settings. In general, my duties perform basic clerical, organizational and office responsibilities.

* Checked Emails
* File Encoding
* Answering Phone calls
* Assisting Client Calls and Request
* Assisting Manager Request and Office needs
* Filling, Document, Office Task, Reception

**GUEST SERVICE EXECUTIVE**

**Employment Company: Ejadah Asset Management Group.**

March 2014 - January 2015

**Responsibilities**

* Greetings
* Assisting Customers
* Log-in/out clients information for access cards
* Answering phone calls
* Taking care of client request
* Provide professional services

**Other Function**

* Daily round checking of technical snags
* Updating the digital signage for each level and room scheduler aligned with updated event calendar
* Walk around with clients
* Stamping and validating student parking tickets
* Notify IT people for upcoming events
* Room booking for students and clients
* Event preparation task
* Preparing the calendar of the day

**CUSTOMER SERVICE-Reliever**

Reel Cinema, Dubai Mall

Dubai, UAE

February 2014 - March 2014

**Function**

* Guide the customer for every movie house
* Deal with complaints
* Gathering the customer information.
* Communicate in Professional manner

**Other Work Experiences in Philippines:**

**Office Clerk**

Employer: DSWD Department of Social Welfare

Office Address : Molo, Iloilo City, Philippines 5000

Duration: January 2012 – March 2013

**Customer Service Representative**

Employer: Teletech Telephone Communication Sm City Iloilo

Office Address: Mandurriao, Iloilo City, Philippines 5000

Duration: February 2010 – September 2011

**Part Time Job** : **Promo Girl**

Employer: Prime Merchandising Inc. Valeria St., Iloilo City, Philippines 5000

Duration: August 2009 – November 2010

**Attributes:**

* Honest and reliable.
* Able to work independently or in a team environment.
* Responsible and well organized.
* Self starter with good multi tasking skills.
* Self motivated and hard working.

**Personal Information:**

Age: 29yrs old Race: Asian

Gender: Female Marital Status: Single

Date of Birth: Dec .04, 1985 Height: 5’2

Religion: Pentecostal Weight: 123 lbs

Citizenship: Filipino

**Educational Background:**

**Qualification: Bachelor’s/ Graduate**

**Field of Study: Information Technology**

**School: Interface Computer College - Iloilo**

**High School completed at**: Iloilo City National High School High School

Molo Iloilo City

School Year : 2008 - 2009

**Elementary Grade completed at**: A. Bonifacio Elementary School

Ledesma St, Iloilo, Philippines 5017

School Year : 1997 – 1998

**Training Course Attended**: Interface Computer College

Institution: Mabini St, Iloilo City

Duration of Training: January 2012 – April 2013

**Other Interests and Skills:**

* MS Office like MS Word, MS Excel
* Customer Service
* Telephone Reception
* Communicates effectively, efficient, responsible and a good leader.

**Awards and Certificates:**

* Certificate of Attendance in Rubicon Studios-Manila, November 20,2012
* Certificate of Participation for attending the talk on "Android Development" held at University of the Philippines- Diliman IT Training Center, November 21, 2012
* Certificate of Participation for attending the lecture at The Philippine Star -Manila, November 24, 2012
* Certificate of Attendance in Cutting Edge Production Inc., November 24, 2012