**First Name of Application CV No 1621422**

Whatsapp Mobile: +971504753686



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| **CONTACTS** | |
|  | 🖂 Flat 507 K4 Bldg., Al Muraqqabat Deira, Dubai  🖳 (E-mail) gladys\_1023@yahoo.com  🖁 0567817995 |

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| **OBJECTIVE** | |
|  | To obtain a position that will best fit my qualifications and will further develop my talents and skills for continuous career improvement. |

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| **WORK EXPERIENCE** | |
| ***January 2015 –***  ***Present***  ***March 2012 –***  ***March 2014***  ***August 2008 –***  ***February 2012***  ***September 2006 – July 2008***  ***August 2005 –***  ***August 2006***  ***July 2004 –***  ***July 2005***  ***July 2003 –***  ***January 2004*** | **VINSYS IT CONSULTANCY – Dubai**  Receptionist  ⦁ Answering telephone, direct, screen calls, taking and relaying messages. Dealing with queries or requests from the customers and public. Providing general clerical and administrative support to all levels of professionals. Scheduling appointments, organizing trainings, preparing logistics such as visa, ticket hotel stay and materials. Preparing letters and documents, receiving and sorting out e-mail and deliveries. Coordinating the maintenance and repair of office equipment.  **EROS GROUP, Eros Electricals - Dubai**  Department Secretary of Accounts and Credit Control  ⦁ Worked as a Secretary to the General Manager, doing daily (GP Report), weekly (Collection Report;Stock Status;Customer Credit Limit Review), and monthly reports to be submitted to the CEO, Updating files, HR related works, filing yearly (Rebates;Branding;Marketing) Business Agreements of the dealer, doing some paper works, and sometimes asked to relieve on-leave employee. Responsible in handling administrative tasks that have been assigned by the department as Coordinator and do other tasks that may be assigned by the General Manager.  **Bank of Commerce – Manila, Philippines**  Customer Relation Assistant (April 5, 2010-February 25, 2012)  ⦁ Worked as a branch teller that facilitates cash and check deposits, withdrawals, encashment, bills payment, money transfer, buying and selling of foreign currency, monthly remittances report for both SSS and Philhealth.  **Bank of Commerce - Makati, Philippines**  Operations Assistant (August 1, 2008-April 2, 2010)  FACD – Accounting and Disbursement Section  ⦁ SL Bookeeper, updates various SL and Schedules, prepares reports for month end, encoding and posting various transactions, answers phone calls, assisting clients and suppliers needs. Worked as a front liner in releasing and printing of checks for clients, suppliers, employees.  **Asian Hospital and Medical Center - Alabang, Philippines**  Administrative Assistant  Medical Affairs – Institutional Review Board  ⦁ Organizes the meetings of the Chairman of the Board that includes preparing materials and venue allocation, confirming attendees, prepares minutes of the meeting, handles inquiries of doctors, updates the database of Credentialed Doctors, encodes data, answers phone calls, and other tasks that may be assigned by Chief Medical Officer.  **Bank of Commerce - Makati, Philippines**  Payroll and HR Processor  Special Services Unit  Project Employee  ⦁ Assists in payroll processing of BOC clients using BOS/e System  **Asian Hospital and Medical Center – Alabang, Philippines**  Administrative Assistant  Pathology and Laboratory Department  ⦁ Stock Custodian / Quality Data Consolidator  **Nissan Car Inc. – Makati, Philippinnes**  Sales Consultant  Sales Department  • Customer Service Assistant – sell new and used cars to prospective customers, attending client calls, and mall displays/saturation to a certain area. |

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| **Education** | |
| ***1999 - 2003*** | ◾ Centro Escolar University – Manila, Philippines  ***Bachelor of Science in Commerce major in Computer Science and***  ***Information System*** |

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| **COMPUTER SKILLS** | |
|  | ◾ Computer Literate: -MS Word, MS PowerPoint, MS Excel  Knowledge in Visual FoxPro, COBOL |

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| **PERSONAL DATA** | | | |
|  | | Birth Date: September 20, 1982  Age : 33  Height: 5’2”  Weight: 120 lbs.  Gender: Female  Civil Status: Single | |
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