**First Name of Application CV No 1623630**

Whatsapp Mobile: +971504753686



To get contact details of this candidate Purchase our CV Database Access on this link.

<http://www.gulfjobseeker.com/employer/services/buycvdatabase.php>

**OBJECTIVE**

Looking for an opportunity to associate with a progressive organization to utilize my skills and knowledge according to the trends and dynamically works towards to growth of the organization.

**QUALIFICATION PROFILE**

ABS Tourism Management graduate, highly trained to become multi-faceted professionalwith strong self- management skills, openness to others and a results-oriented approached. With 1+ years Receptionist/Administrative Assistant experience in a fast paced environment, demonstrates excellent interpersonal skills, flexibility and adaptability, coordinating and supporting daily operational and administrative functions.

* Demonstrated capacity to provide comprehensive support to the team and for executive-level staff; excel at scheduling meetings, coordinating travel and managing essential tasks.
* Adept at developing and maintaining administrative processes that improve accuracy and efficiency, and achieve organizational objectives.
* Highly focused and results-oriented in supporting complex, deadline-driven operations; Able to identify goals and priorities and resolve issues in initial stages.
* Advanced knowledge in Microsoft Office Suite (Word, Outlook, Excel, PowerPoint) ▪ English Communication skills
* Capable to work in a time sensitive environment and respond quickly and effectively to high workloads, events and emergencies ▪ Trainable in your specific business environment and standards

**KEY SKILLS**

* Effective Communication ▪ Excellent Customer service skills ▪Adaptability ▪ Attention to Detail ▪ Efficiencies ▪ Positive Attitude ▪ Team Oriented ▪ Interfacing Effectively with Diverse Personalities ▪ Meticulous ▪ Time Management ▪ Thriving on Pressure

**EMPLOYMENT EXPERIENCE**

**Build Up Contracting LLC, Dubai**

Receptionist cum Administrative Assistant

March 2014 – Present

**JOB RESPONSIBILITIES**

* Managed switchboard: answering, screening and forwarding calls, providing information, taking messages, appointments and providing comprehensive and quality customer care at all times.
* Welcoming the customers, guests in a friendly/professional manner.
* Managed Incoming and outgoing courier in charge.
* Collection and distribution of mails, messages and faxes to respective departments.
* Handle employee visas and visa renewals, company license, including gathering and delivering required documentations.
* Ensure all visa, medical and labor permits are up-to-date and arrange timely renewal.
* Liaise with staff, clients and suppliers.
* File and retrieve corporate documents, records, and reports.
* Sorted and distributed incoming correspondence, including faxes and couriers.
* Ordered office supplies and monitor inventory.

**EDUCATION**

**2008-2012 Graduate Bachelor of Science in Tourism Management (2008-2012)**

Philippine Air Transport and Training Services (PATTS)

**TRAININGS**

**Gulf Air Cargo, Philippines**

April 2011 - May 2011

On The Job Training for 240 hours

**Taguig City Hall- Tourism and Trade Department, Philippines**

November 2011 to December 2011

On-the-job training for 360 hours

**PERSONAL DATA**

BIRTHDAY : 30thOctober 1991

GENDER : Female

STATUS : Single

NATIONALITY **:** Filipino