**First Name of Application CV No 1624158**

Whatsapp Mobile: +971504753686



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The Human Resource Department

It is with great interest that I am forwarding my CV/Resume for your consideration. My record of academic achievements and professional career history, demonstrates attributes that make me a valuable employee.

My CV/Resume is enclosed to provide you with details of my skills and accomplishments, but I am certain that a personal interview would more fully reveal my desire and ability to contribute to your organization.

Thank you for your time and consideration, and do not hesitate to contact me if you have any questions.

I look forward to speaking with you soon.

**OBJECTIVES**

To obtain a full-time administrative position by employing gained knowledge and professional experiences in company’s success.

**SUMMARY OF QUALIFICATIONS**

* Various administrative experiences
* Knowledgeable in Microsoft Office, Excel and Power point
* Good verbal and written communication skills
* Responsible, problem solver and good analytical skills,
* Knowledgeable in customer handling

**WORK EXPERIENCE**

Archives Clerk Feb. 2016 – To Present

**Zain Recruitment**

* Keep records of materials filed or removed, using logbooks or computers
* Add new material to file records, and create new records as necessary
* Perform general office duties such as typing, operating office machines, and sorting mail
* Track materials removed from files in order to ensure that borrowed files are returned
* Gather materials to be filed from departments and employees
* Sort or classify information according to guidelines such as content, purpose, user criteria, or chronological, alphabetical, or numerical order

Reception/ Administrative Staff Oct. 2014 – Nov. 2015

**Casa Milan Homeowners Association Inc.**

* Prepared tenants contracts, invoices and receipt
* Maintained and monitored monthly expenses reports
* Received and checked delivery company items
* Answered phone calls and e-mail inquiries
* Assisted in frontline customer service and walk-in guest

Administrative Staff/Cashier/Waitress/OIC Aug. 2013 – Sep. 2014

**Brickfire Steaks Chicken and Chops**

* Maintained weekly scheduling of the staff.
* Ensured that the displays are according to the company’s standard
* Assigned in cash handling and cashiering
* Assisted in customer service training and product knowledge for new staff
* Recognized customers’ need and delivering higher level of service standards

Command Centre Associate (Front office Department) Nov. 2012 – July 2013

**Hotel H2o, Manila Ocean Park**

OJT and Employed

* Operates telephone / switchboard service.
* Provides information and assistance regarding telephone numbers and completes certain types of calls.
* Enquires as to the nature of calls in order to refer to appropriate person or service.
* Answers internal or external calls (local and long distance) and transfers calls. As required, takes and relays messages.
* Greets and directs visitors. Provides assistance to them as required.
* Maintains a register of room bookings, allocates rooms on request and completes any required forms.
* Maintains inventory of office supplies.
* Compiles and updates data related to area of activity.
* Types, photocopies, completes and distributes documents related to reception, telephone service or any other routine document.

**EDUCATIONAL BACKGROUD**

Bachelor of Science in Hotel and Restaurant Management April 2013

**Our Lady of Fatima University**

**PERSONAL DETAILS**

Date of Birth: 5 June 1991

Marital Status: Single

Nationality: Filipino

Languages: English, Tagalog