**Personal Summary:**

A highly competent , motivated and enthusiastic administrative assistant with experience of working as part of a busy office environment. Well organized and proactive in providing timely, efficient and accurate administrative support to office managers and work colleagues. Approachable well presented and able to establish good working relationships with a range of different people possessing a proven ability ideas and solutions to problems.

Currently looking for a suitable positions with a reputable and ambitious company.

**Personal Information:**

**Date of birth:** November 10, 1988

**Nationality:** Filipino

**Marital Status:** Single

**Religion:** Born Again Christian

**Work Experience:**

**Admin assistant at Bright Flash Est. (KSA) – (2014-Present)**

**Job profile: This company is a contractor for Schlumberger Middle East Saudi Arabia. We supply manpower from different Schlumberger segment such as Wireline, M.I.SWACO, Reslink, WesternGeco, etc. I am responsible for**

* **Preparing timesheets for the contractors working for Schlumberger Middle East Saudi Arabia**
* **Making invoices and submitting it to SLB**
* **Making reports for the submitted invoices**
* **Booking the tickets of the employee who finished their contracts**

**Data Encoder at Oslec Datum Center (UPS Logistics Project) – (2010-2013)**

**Job profile: This company is a subcontractor for UPS Logistics, were responsible for encoding the shipment information before it is sent to different part of USA.**

* **Responsible for the information about the shipment**
* **Putting keywords about the information using database and MS Office**
* **Making sure that the information about the shipment is correct (Quality Control)**

**Skill Set**

* **Ability to work under pressure**
* **English proficient both verbal and written**
* **MS Office**
* **Competent person**
* **Energetic and enthusiast**
* **Kind and cooperative to managers and colleagues**

**Educational background**

* **South City Homes Academy – Highschool Grad (2004-2005)**
* **Philippine State College of Aeronautics – 2 years (2006-2008)**
* **SPTI – 3 months vocational coarse for electrician**