**ELENIE **

E-mail Add. : [elenie.271302@2freemail.com](mailto:elenie.271302@2freemail.com)

**OBJECTIVE**

Fully utilize and enhance my professional ability by being part of an established, successful company engaged both in services or business industry.

**PROFESSIONAL HISTORY**

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| --- | --- |
| Position | **Secretary** |
| Company | **Abu Al Hassan Building Material Est. (ABCO)** |
| Address | **Sharjah, United Arab Emirates** |
| Duration | **May 2013 to June 2015** |

**Duties and Responsibilities**

1. **Secretary**

* In-charge in handling all personal and official records and documents of the owner.
* Prepares external and internal correspondences.
* Daily ensures the proper and accurate filing of all incoming and outgoing correspondence.
* Coordinates with the Sales Manager in monitoring submission of daily reports which includes purchase order, quotations and invoices of the customers.
* Monitors company database (company licenses, signature/ labour card and employee files.
* Screening all incoming and outgoing official emails.
* Submit important correspondence reports to the Managing Director.
* Assist the Public Relation Officer in processing the documents of the newly hired employee; renewals and cancellation of employee contracts.
* Operates office equipment such as photocopiers, scanners, fax machine and desktop computers.

1. **Receptionist**

* Responsible for answering incoming calls from customers inquiring about wood products.
* Route and screen calls, greet visitors and provide information about the organization and monitor the access of the visitors.
* Attend to customer inquiries regarding purchase order and delivery order, product rates and other sales transactions.

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| --- | --- |
| Position | **Bookkeeper** |
| Company | **Our Melting Pot Hostel** |
| Address | **Makati City, Philippines** |
| Duration | **December 2009 – May 2011** |
|  |  |

**Duties and Responsibilities**

1. **Bookkeeper**

* Records transactions in journals and the general ledger for the accounts payable and accounts receivable.
* Prepares data entries needed by the accountant in preparation for financial statement.

1. **Receptionist**

* Deals with bookings through telephone, e-mail, letter or fax.
* To give a polite and friendly response to all incoming telephone inquiries
* Inform guests of the services, facilities, policies and procedures of the hostel.
* Provide tourist information to guests and make reservations for sightseeing tours, restaurants, and other entertainments.
* In charge in the preparation of bills and accepts payment from customer.

|  |  |
| --- | --- |
| Position | **Cyber Café Assistant** |
| Company | **Lipa Cyber Café** |
| Address | **Quezon City, Philippines** |
| Duration | **April 2008 – 2009** |

**Duties and Responsibilities**

* Assist customers when they have trouble or questions using computer software such as Microsoft Office, and all software that are being used in the cyber cafe.
* Provides encoding, printing, downloading and all other computer related services available and provided by the cafe.
* In charge as cashier responsible in accepting payments from customers.

**EDUCATIONAL HISTORY**

College : National College of Business and Arts (NCBA)

Fairview Quezon City, Philippines

Major in Management Accounting

2004 – 2012

**TRAININGS ATTENDED**

1. Filipino Digerati Association

Accounting for Non-Accountants

Dubai, United Arab Emirates

Aug. 30, 2013 – Nov. 1, 2013

1. National Housing Authority

Accounting Department **(On the Job Training)**

Elliptical Road, Diliman Quezon City Philippines

Nov. 9, 2011 – Feb. 8, 2012 (300 hours)

Assigned Tasks

* validates cash receipts register against official receipts
* numbers all journal entry voucher prepared by the analysts
* Files cash receipts register per project/district offices.

**HIGHLY EFFECTIVE ORGANIZATIONAL SKILLS**

* Proficient in MS Word, MS Excel, MS Power Point, Email and Internet.
* Excellent English Communication Skills
* Strong interpersonal skills and a good team player.
* Ability to prioritize and organize workload with minimal supervision.

**PERSONAL DATA**

Date of Birth : December 26, 1986

Place of Birth : Quezon City, Philippines

Civil Status : Single

Language Spoken : English and Filipino

Religion : Catholic

Visa Status : Tourist Visa