**First Name of Application CV No 1638984**

Whatsapp Mobile: +971504753686



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 To secure position that will offer opportunities for

 professional growth and career advancement while

 thoroughly utilizing my creative skills and capabilities

 that will keep me open to new learning experiences

 and financial stability.

**WORK EXPERIENCE**

 **Position : Executive Secretary**

 **Employer :** Intertrade Projects Contracting LLC, Deira Dubai, UAE

  **Date :** February 2015 - present

**DUTIES AND RESPONSIBILITIES**

* Oversaw accounts to ensure up-to-date client information and data. Processed expense/ purchasing reports. Supported manager and employees across the organization by making travel arrangements. Played a key role in billing, product quotations, reconciliation, collections, and month-end closings. Planned and arranged special events. Procures office supplies and maintained supply inventory.

 **Position : Receptionist**

 **Employer :** Dulf Hotel, Deira, Dubai

  **Date :** October 8, 2013- January 9, 2015

**DUTIES AND RESPONSIBILITIES**

* Customer Service – Telephone operation, room booking and reservation, assisting and managing customer’s complaint.

**Position**  **:** **Secretary/Admin. Assistant/Receptionist**

 **Employer** **:** Alqafila Bus Rental LLC, Deira, Dubai, UAE

  **Date** **:** May 19, 2013 – September 2013.

**DUTIES AND RESPONSIBILITIES**

* Multi-tasking - Handling accounts, internet, telephone and actual communication to the clients

as well as to the staff and drivers of our company; Monitoring fines, salik and gate pass for all drivers and busses; preparing documents needed for renewal of insurance, registration and trade license of the company; Preparing documents for application of visa in Labor and Immigration for all the staff; Making communication letter and contract between the company, client and staff; knowledge in calculation about leave salary and final settlement (Gratuity of staff) ; Managing complains from the client; making invoices and payroll for all staff.

**Position**  **:** Secretary

**Employer** **:** AMOR LAW OFFICE, PHILIPPINES

**Date** **:** June 1, 2010-September 30, 2012

**DUTIES AND RESPONSIBILITIES**

* Encoding
* Manage appointment
* Clients Update
* Month-end billing

**QUALIFICATIONS SUMMARY**

* Computer literate: MS Office Package (Work, Excel, Outlook & Internet, Basic Photoshop & Date Base)
* Handle Accounts
* Can do multitasking
* Know how to operate Scan, Xerox machine and Fax machine
* Book keeping
* Effective and efficient regarding to the task given.
* Can manage administrative work independently.
* Strong command in English both oral and writing.
* Customer service oriented and has good attention to detail.
* Have a flexible attitude towards work and can cope up deadlines.
* Able to work independently as well as part of a team, proactive, demonstrate initiative and possessed capabilities to multi task.
* Well organize, hardworking, resourceful, and able to work well under pressure.

**EDUCATIONAL BACKGROUND**

Bachelor of Science in Nursing

Immaculate Conception College of Albay,

Philippines, 2005-2009 (Graduated)

Associate in Computer Technology(Undergraduate)

Computer Communication Development Ins.

 Philippines

**SEMINARS/TRAININGS ATTENDED**

* January 21-22, 2009 “Trends Issues and Updates in IELTS, TOEFEL, and TSE” (Immaculate Conception College of Albay, Philippines)
* February 21-22,2009 “Transcultural Awareness: Insights on Cultural Diversity Around the Globe” (Immaculate Conception College of Albay, Philippines)

**PERSONAL DATA**

 **Age:** 31 years’ old

 **Civil Status:** Single

 **Nationality:** Filipino