**First Name of Application CV No 1639770**

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**CAREER PROFILE**

* Highly competitive
* Self-driven, results-oriented with a positive outlook and have a clear focus on high quality and business profit.
* Strong interpersonal and communication skills
* Professional image with polished presentation
* Mature, credible and comfortable in dealing with all levels within an organization
* Reliable, tolerant and determined
* Demonstrates ability to work in a proactively diverse and inclusive organization.
* Hardworking and energetic, flexible, adapt easily to change of environment and work schedule.
* Sense of responsibility, leadership, creative and resourceful.
* Equally Efficient in working independently.
* Goal Oriented
* Patient, Good Communication Skills.

**POSITION DESIRED** : **SECRETARY/RECEPTIONIST**

**PERSONAL BACKGROUND**

Date of Birth : February 21, 1989

Language Spoken : Filipino/English

Status : Married

**EDUCATIONAL BACKGROUND**

TERTIARY EDUCATION

University of Batangas

Nursing

Hilltop Batangas City Philippines

SECONDARY EDUCATION

Good Shepherd School

Sta Rita Karsada Batangas City Philippines

PRIMARY EDUCATION

Sta Rita Elementary School

Sta Rita Karsada Batangas City Philippines

**SKILLS**

* Good written and verbal communication skill
* Quick learner
* Good in MS Word, Excel and Power point
* Able to take and follow the instructions
* Able to work independently
* Accountable and dependable

**WORK EXPERIENCE**

Position : Secretary/Sales Agent

Company : Kriz and Fritz Enterprises

San Pascual Batangas City, Philippines

Inclusive Date : Dec. 2007- Dec 2010

**Duties and Responsibilities**

* Reconcile financial records, including bank statements, to the financial system and report discrepancies to management.
* Prepare financial documents, such as procurement requests, travel documents, guest reimbursements, and receipts for items paid by petty cash.
* Scan or read incoming mail in order to determine how and where they should be distributed, classified or filed.
* Perform general office duties such as typing, operating office machines, and sorting mail.
* Maintain the filing system for the office. Modify and improve filing systems, or implement new filing systems where needed.

Position : Event Coordinator

Company : GM Design Studio

Inclusive Date : January 2011- Dec 2015

**Duties and Responsibilities**

* Coordinate details of events such as conferences, weddings, birthdays, anniversaries, charity events, surprise parties, trade shows, sales meetings, business meetings, employee appreciation events and virtual events.
* Calculate budgets and ensure they are adhered to.
* Book talent, including musicians, bands, and disc jockeys.
* Select chefs or catering companies to prepare food for event.
* Sample food and select dishes for menus.
* Visit venue to plan layout of seating and decorations.
* Schedule speakers, vendors, and participants.
* Coordinate and monitor event timelines and ensure deadlines are met.
* Initiates, coordinates and/or participates in all efforts to publicize event.
* Edit and design promotional materials.
* Prepare presentations.
* Develop and oversee fundraising events.
* Negotiate and secure event space.
* Secure sponsorships.
* Work with printer and designer to develop event invitations.
* Create invitee list.
* Send out invitations and manage RSVP list.
* Hire staff to manage the event, including bouncers and security personnel.
* Manage correspondence.
* Coordinate event logistics, including registration and attendee tracking, presentation and materials support and pre- and post-event evaluations.
* Keep inventory of backdrops, projectors, computers, and other display materials.

Name of Company : Argent Sourcing Innovations Inc.

Date Covered : February 2015- Dec 2015

Position : Telemarketing Representative

**Duties and Responsibilities**

* Advises present or prospective customers by answering incoming calls on a rotating basis; operating telephone equipment, automatic dialing systems, and other telecommunications technologies.
* Influences customers to buy or retain product or service by following a prepared script to give product reference information.
* Documents transactions by completing forms and record logs.
* Maintains database by entering, verifying, and backing up data.
* Keeps equipment operational by following manufacturer's instructions and established procedures; notifying team leader of needed repairs.
* Maintains operations by following policies and procedures; reporting needed changes.
* Maintains quality service by following organization standards.
* Maintains technical knowledge by attending educational workshops; reviewing publications.
* Contributes to team effort by accomplishing related results as needed