Aim to be associated with a progressive organization that gives me scope to update my knowledge and skill in accordance with the latest trends and be part of a team that dynamically woks towards to the growth of organization and gain satisfaction thereof.

**EDUCATIONAL BACKGROUND**

College : Bachelor of Science in Pharmacy

Southwestern University, Cebu City, Philippines March 1996

: Bachelor of Science in Nursing

Medina College, Pagadian City Philippines March 24, 2010

**KEY QUALIFICATIONS AND SKILLS**

* Ability to adapt well and perform in new competitive environment and situations.
* Flexible Attitude
* Sourcing or generating new business leads.
* Proficient in using computer and basic knowledge in MS Office application.
* Effective interpersonal and communication skills; relates well to different organization levels
* An eager learner and an innovative person with creative skills to improve process.
* Resilient and having an ability to deal with rejection.
* Have a competitive attitude and can thrive under pressure.
* Able to work alone without supervision and also a good team player.
* Having the necessary drive and enthusiasm required for a tough competitive industry.

**WORK EXPERIENCE**

# Construction Company Secretary

* **February 9, 2002 to March 12, 2005**
* **CTG Construction and Enterprises, Philippines**

**Construction Company Secretary**

* **August 1, 2005 to January 15, 2010**
* **JY Bontilao Construction and Enterprises, Philippines**

**Office Secretary**

* **June 16, 2010 to December 16, 2015**
* **Office of the Municipal Mayor, Philippines DUTIES & RESPONSIBILITIES**.
* Filing of bid documents, contracts, subcontracts, and purchase order.
* Initiated and processed monthly payment applications, developed monthly reports and tracked project.
* Assist the staff of construction firms and complete multiple administrative tasks, such as taking phone calls, sorting mail, doing paperwork, arranging meetings and organizing travels.
* Attended project meetings, recorded transcripts of discussion and required follow-up.
* Maintained Master Time Sheets

**PERSONAL DETAILS**

# Date of Birth : January 23, 1975 Nationality : Filipino

**Sex : Female**

**Religion : Roman Catholic**

**Visa Status : Tourist Visa**

**First Name of Application CV No:** **1644072**

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