**TECHNICAL SKILLS**

*Computer Literate*

*MS word*

*PowerPoint*

*Excel*

*Computer skills*

*Photoshop*

*Dreamweaver*

*Hardware Service*

*Technical Support*

**AREAS OF EXPERTISE**

*Office Management Administrative support Report writing Presentations*

*PC trouble shooting*

**First Name of Application CV No:** **1656240**

Whatsapp Mobile: +971504753686



**PERSONAL SUMMARY**

A highly competent, motivated and enthusiastic with willingness of working as part of a team in a busy office environment. Well organized and proactive in providing timely, efficient and accurate administrative support to office managers and work colleagues.

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

**WORK EXPERIENCE (DUBAI, U.A.E)**

**INFINITUM MANAGEMENT FACILITIES** - Concord Tower Internet CityMarch 2014 - March 2016 (can start immediately)

***Bartender/Waiter***

CLIENTS:

**Stereo Arcade Club** *June2015**–**present*

**1up Sports Bar** *January 2015**–**May 2016* **Garden of Eve** *January 2015**–**May 2016* **Ajwan restaurant** *June 27 2014**–July 27 2014*

**Duties and Responsibilities*: Waiter***

* Opening Set-up (arrangement of table and sofa, preparing glasses and mixers)
* Assigning table duties and uniforms for the runner
* Taking order/Billing out (table section)
* Informing guest (minimum spent, 86 item etc.)
* Getting ID’s and credit card /and to return
* Attending guest request/ complain
* keeping an eye for the alcohol bottle
* Closing duty (cleaning floor, table, walls)
* Weekly inventory

**Toy Room Dubai /Vanity club** *April 2014**–**May 2016*

**VIP ROOM Dubai Night Club** *July 28 2014**–January 28 2016*

**Duties and responsibilities**: ***Runner***

* Opening Set up (for the table)
* Table service (pouring, tissue, mixers)
* Closing set up (cleaning table)

**EDUCATIONAL BACKGROUND**

*Informatics College Caloocan*

*(2010-2012)*

*Bachelor of Science in Computer Science (BSCS)*

*Informatics College Caloocan*

*(2007-2009)*

*Advance Diploma Business Information Technology (ADBIT)*

**TRAININGS ATTENDED**

*HYUNDAI Philippines*

*(Service Department)*

*On the Job Training*

*Bureau of Internal Revenue*

*(Withholding Tax Division)*

*On the Job Training*

**WORK EXPERIENCE (PHILIPPINES)**

**MINESKI COMPUTER GAMES SHOP** –Philippines

August 2012 – September 2013

***Administration Staff***

**Duties and Responsibilities:**

* Time customers of the number of minutes or hours they will use the computer or internet
* Assist customers when they have trouble or questions using computer softwares
* Provide services such as encoding, printing, downloading and all other operations provided by the shop
* Performing computer maintenance and software installation
* Assisting customers on how to play online games
* Troubleshoots different kinds of computer programs, hardware’s and software’s
* Keep accurate records of logs and inventories of the shop
* Attending staff meetings for game tournaments regarding decisions for rules, regulations and prizes

**MANILA CITY HALL** -Philippines

March 2009 – FEBRUARY 2010

***Data Encoder***

**Duties and Responsibilities:**

* Prepares all the necessary documents such as correspondence, and others as required by the management
* Prepares source data for computer entry by compiling and sorting information; establishing entry priorities
* Maintains an organized filing and follow up system for all the documents
* Take note and monitor my employer’s appointments
* Enters data information needed by the company
* Protects operations by keeping information confidential
* Performs other related duties and responsibilities as per required by the management