**Qualification** **Bachelor of Science in Hotel & Restaurant**

Colegio Del Sagrado Corazon De Jesus (2001-2005)

**Secretary/Administrative Executive**

**Receptionist/Customer Service/Sales**

**SUMMARY OF EXPERIENCE:**

I have a total of 7 years work experience, 3 of which are solid experiences in the UAE. I am a highly reliable employee who has excellent organizational and administration skills. I am eager to learn, I enjoy overcoming challenges, and I have genuine interest in Office Management, offering versatile office management skills. I also possess impressive Customer Service qualifications as part of my previous and present employment deals with local and international customers. I can work under pressure despite high level of workloads and within strict deadlines.

**SKILLS:**

**Technical Skills**: Basic Troubleshooting skills, MS Word, Excel, Power Point

**Office Skills**: Office and records management, Front-Desk Reception, Executive Support, DocumentFiling, Clerical, Data Entry, Answering & Forwarding Calls.

**EMPLOYMENT HISTORY:**

**November 07, 2013 –** **Advocacy & Legal Consultations – Dubai , UAE**

**November 06, 2015** **Position: Secretary**

***KEY RESPONSIBILITIES*:**

 Receives and screens visitors and telephone calls; responds to

inquiries on a variety of matters such as Legal Consultations,

status of Pending cases, administrative and court rules, and appeal

procedures.

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**October 4,2011 –**

**October 3, 2013**

* Schedules and arranges meetings and conferences and notifies interested parties.
* Devising and maintaining office systems;
* Using content management system to maintain and update websites and internal databases;
* liaising with staff in other departments and with external contacts;
* Ordering and maintaining stationery and equipment;
* Sorting and distributing incoming post and organising and sending outgoing post;
* Organising and storing paperwork, documents and computer-based information;
* Logs, dockets, and schedules administrative hearings; prepares notices of hearings and sends to interested parties.
* Serves and file legal papers.
* Establishes and maintains office files, logs, indices, legal references, control records, and other information.
* Operates standard office equipment such as calculators, duplicating machines, facsimile machines, etc.
* Maintains accounting record by making copies; filing documents.
* Managing petty cash transactions; controlling credit and chasing debt.
* Performs related word as assigned.

**LLC – Dubai, UAE**

**Position : Administrative Assistant (Logistics Department)**

***KEY RESPONSIBILITIES*:**

* Provide complete general administrative support to the management
* Compiles daily reports from the various departments
* Replies to correspondences pertaining to inquiries and shipments.
* Monitors the inventory of the office and stationery supplies.

**August 15, 2008 –**

**August 14, 2011**

* Prepares invoices by stamping
* Prepares all incoming and outgoing gate passes for the deliveries
* Assists the Inventory & Logistics Manager with following activities.
* Ensures the availability of stock within prescribed constraints in order to meet customer demand at all times.
* In-charge of Document Control and filing systems.
* Preparation of all export documents.
* Arrangement of custom inspection for export
* Submission of documents for duty claim.
* Prepares all the re-export documents and completes all the formalities of re-export.
* Prepares and monitors DO’s for shipments.

**Trading – Dubai, UAE**

**Position : Sales Associate (Nautica Life Style Clothing)**

***KEY RESPONSIBILITIES*:**

* Pro-actively acknowledge, greet and assist customers in the store.
* Merchandise, stock, and replenish the selling floor constantly.
* Handle cash, checks, and credit card transactions.
* Serve multiple customers, discover their needs, and made recommendations to generate sales.
* Assist supervisors to identify and resolve issued in the store.

**PERSONAL INFORMATION:**

**Visa Status** Tourist Visa

**Passport No.** EC5384270

**Nationality** Filipino

**Civil Status** Single

**Religion** Christian

**Driving License** Yes

**First Name of Application CV No:** **1655046**

Whatsapp Mobile: +971504753686

