|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Personal** | **Data** |  |  |  |  |
|  |  |  |  |  |
|  | Birth | Date : Nov. 13,’88 | | Height | : 5’2” / 158.5 cm |  |
|  | Civil | Status : Single | |  |  |  |
|  | Sex | : Female | | Nationality | : Filipino |  |
|  | : 48 kg/105.8 lbs | | Language spoken | :English/Filipino |  |
|  | W eight |  |

**Objective:** To be an asset in contributing successes to the organization orcompany where I could affiliate with, and to explore my knowledge and skills in the most effective and ethical manner.

**WORK EXPERIENCE:**

**RECEPTIONIST CUM SALES**

**ADMIN**

**January 2015- Present - Elixir Medical Equipment – Dubai, UAE**

* Welcomes visitors by greeting them, in person or on the telephone;
* Answering or referring inquiries/ Transfers Caller to the right person or department.
* Maintains security by following procedures; monitoring logbook
* Maintains safe and clean reception area by complying with procedures, rules, and regulations.
* Contributes to team effort by accomplishing related results as needed
* Doing invoices and delivery notes
* Updating the clients files
* Calling clients and updating overdue payments (Using Excel)
* Updating / Monitoring supplies
* Assisting workmates / boss in photocopying, scanning, typing and making presentations when needed
* Receiving and shipping parcels from/ for clients.
* Helping and assisting the accountant if he needs my help.
* Sorting and distributing incoming post and organising and sending outgoing post;
* Checking Gmail/ outlook / Dubizzle, forwarding it to the concern person. Replying when necessary.
* Ordering and maintaining stationery and equipment

**RECEPTIONIST**

**August 2013 - September 2014 - Convergys Baguio, Philippines**

* Welcomes visitors by greeting them in person or on the telephone
* Route calls to specific person
* Take and relay messages
* Maintains security by following procedures
* Monitoring logbooks, issuing visitor badge
* Monitoring two CCTVs
* Doing weekly reports using
* PowerPoint for our Department´s meeting
* Maintains safe and clean reception area by complying with procedures, rules, and regulations
* Handle confidential information
* Updating hard and soft copy of logbooks
* Schedule meetings and conference rooms
* Updating headcounts and the number list of employees
* Monitoring supplies
* Coordinate mail flow in and out of the office

**ASST. SECRETARY**

**May 2011 – June 2013 - Labrador Municipal Hall**

* Using a variety of software packages, such as Microsoft Word, Outlook, Powerpoint, Excel, Access, etc., to produce correspondence and documents and maintain presentations, records, spreadsheets and databases
* Booking schedule for the Officials weekly meeting
* Attending meetings, taking minutes and keeping notes
* Recording all the discussion of the meeting using tape recorder then afterwards, documentation (writing all what is in the tape recorder and filing it
* Liaising with staff in other departments and with external contacts
* Ordering and maintaining stationery and equipment
* Sorting and distributing incoming post and organizing and sending outgoing post
* Liaising with colleagues and external contacts to book travel and accommodation
* Organising and storing paperwork, documents and computer-based information
* Photocopying and printing various documents, sometimes on behalf of other colleagues
* Recruiting, training and supervising junior staff and delegating work as required

**SKILLS**

Computer Literate

Flexible with a positive attitude and willingness to collaborate with others Good in written and verbal communication



Telephone Skills

Professionalism Phone Skills



Knowledgeable in using Microsoft Office (Excel, PowerPoint, Word, Outlook)



Happy Person



Know how to deal with problems Fast Learner



**EDUCATIONAL ATTAINMENT**

College of Human Science Bachelor of Science in Mass Communication

2008 – 2011

Secondary 2001 – 2005

Primary 1995 – 2001

**ON JOB TRAININGS**

DZBS AM Radio (OJT)

November 2010 -January, 2011

* DJ
* News Reporter

IFM Radio (OJT)

November 2009 – February 2010

* DJ
* Trivia’s, News Researcher

Northern Philippine Times News Paper

(OJT) July – October 2010

* Technical
* News Writer / Editor
* News Researcher

University of Baguio

Baguio City, PHILIPPINES

Labrador National High School

Labrador Pangasinan, Philippines

Uyong Elementary School

Uyong Labrador Pangasinan Philippine

Philippines

Philippines

Philippines

**TRAININGS AND SEMINARS ATTENDED**

I, Kristel Anne M. Jacoba, hereby swear that the information provided herewith to the best of my knowledge is true and correct.

**First Name of Application CV No:** **1655190**

Whatsapp Mobile: +971504753686

