**CAREER OBJECTIVES**

My interest self-motivation and competitiveness prompted me in this endeavor to be a part of your reputable company wherein I will be able to apply and share my innate competency and develop efficiency and experiences in any related field.

**PERSONAL STRENGTHS**

* Achieving goals in an efficient and effective manner.
* Hardworking and responsible personality.
* Strong and productive coordination.
* Adaptable to different working environments.
* Possess strong interpersonal skills.

# WORK EXPERIENCE:

**REAL ESTATE LLC**

**May 19, 2012– March 6, 2013**

United Arab Emirates

**Office Administrator**

* Assisting sales/leasing staff to provide complete back office support.
* Operate office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, database management, and other applications.
* Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
* Making outbound calls to different property owners to find listings for sales and leasing.
* Learn to operate new office technologies as they are developed and implemented.

**ADVOCATE & LEGAL CONSULTANT**

**August 2008 – May 16, 2012**

DUBAI, United Arab Emirates

**SECRETARY**

* Prepares correspondence, taking dictation, minutes of the meeting, memos, notice and other forms of correspondence.
* Responsible for the collection of monthly dues of association members, deposit and withdrawals of monthly cash position.
* Responsible over the association’s assets such as computers, fax machine, typewriter, printer among other property of the company.
* Conducts search to find needed information, using such source as the internet
* Arranges appointments, placing, receiving and screening telephone calls.
* Takes and delivers messages or transfers calls to voice mail when appropriate personnel are unavailable.
* Creates and prints fax cover sheets, memos, correspondence, reports, and other documents when necessary.
* Responsible in the preparation of daily report managed and develops filing system.
* Performs other clerical duties as needed, such as filing, photocopying, and collating.

# OFFICE OF THE CITY MAYOR

**September 2001 – May 2007**

Philippines

**Personal Secretary (PA)**

* Handles daily appointments scheduled of the Mayor.
* Filing of personal official and financial matters of the Mayor.
* Typing communication as per instruction of the Mayor.
* Encoded as per instruction of the Mayor.
* Welcomes on-site visitors, determines nature of business, and announces visitors to appropriate personnel.

**Legislative Assembly**

Autonomous Region in Muslim Mindanao

Philippines

**January 2001- September 2001**

**Clerk III**

* Retrieves messages from voice mail and forwards to appropriate personnel.
* Answers incoming telephone calls, determines purpose of callers, and forward calls to appropriate personnel or department.
* Takes and delivers messages or transfers calls to voice mail when appropriate personnel are unavailable.
* Handles other clerical duties, such as supplying information, taking messages, and announcing visitors.
* Assisting customers in making telephone calls.

**TRAFFIC DIVISION MANAGEMENT**

, Philippines

## July 1996 – December 1999

1. **Clerk II**

* Takes payments for services and products.
* Prepares travel vouchers.
* Prepares monthly payroll including disbursement to employees
* Encode all the necessary transactions such as receiving incoming calls, fax or email of all correspondence.

**EDUCATIONAL BACKGROUND**

**COLLEGE** Notre Dame University

Cotabato City, Philippines

**COURSE** Bachelor of Science Major in Psychology

**GRADUATED** March 1995

**PERSONAL DATA:**

Date of Birth : June 18, 1975

Civil Status : Married

Religion : Islam

Nationality : Filipino

Language Spoken : English and Tagalog

Visa Status : Visit Visa

**First Name of Application CV No :** **1655916**

Whatsapp Mobile: +971504753686

