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| **OBJECTIVE** |

To obtain an Administrative Assistant position in a growth-oriented company where I can utilize my administrative and analytical skills and acquire new abilities.

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| **KEY SKILSS AND COMPETENCIES** |

* More than 5 years experience in an office environment.
* Diplomatic, tactful, creative, discreet, flexible, resourceful, dependable, well-organized, friendly, emotionally mature and professional.
* Strong ability to work effectively with multiple supervisors.
* Capable and practiced in handling complex and multifaceted tasks.
* Extremely knowledgeable with clerical tasks and time management.
* Knowledgeable in Windows, Microsoft Office and QuickBooks.

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| **WORK EXPERIENCE** |

Philippines  
**ADMINISTRATIVE ASSISTANT May 2006 – Oct. 15, 2015**

* Handling incoming/ outgoing calls, responding to inquiries,
* Taking sales orders and preparing delivery schedule.
* Preparing sales invoices and official receipts.
* Providing comprehensive secretarial and clerical support to management.
* Responsible for raising purchase orders and chasing outstanding accounts/unpaid invoices
* Compares inventories to office records or computes figures from records, such as sales orders, purchase invoices to obtain current inventory.
* Verifies clerical computations against physical count of stock and adjusts errors in computation or count, or investigates and reports reasons for discrepancies.
* Monitoring inventory of office supplies and stationery levels and ordering new supplies
* Attending customers at the counter
* Preparing cheques for deposit.
* Assisting with bookkeeping, accounts receivable processing
* Handling requests for information and data
* Organizing and maintaining of files and records of the company

Tarlac State University, Philippines

**INTERNET CLERK****2003-2005**

* Assist students in their internet and research needs.
* Keep a record of internet usage of each student.
* Keep the internet section of the library in proper order.
* Report to IT Specialist status of computer units.

Phils.

**OFFICE ASSISTANT 2001-2003**

* Assist and provide basic information to clients.
* Taking telephone calls and responding to inquiries.
* Validate loan application requirements.
* Providing clerical support to management.
* Assist in preparing for company events such as open house.
* **PERSONAL INFORMATION**

**PERSONAL INFORMATION**

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| **PERSONAL INFORMATION** |

Nationality: Filipino

Gender: Female

Civil Status: Single

Availability to work: Immediate

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| **QUALIFICATION** |

**1999 Bachelor of Science in Business Administration Major in Marketing**

College of the Holy Spirit – Tarlac City, Philippines

**First Name of Application CV No:** **1705788**

Whatsapp Mobile: +971504753686

