**JO MAR**

**PERSONNAL SUMMARY**

Qualified secretary with over five years of varied Administrative work experience and proven ability to handle and manage office environment. Possesses effective organizational skills in addition to willingness to work above and beyond the call of duty. Provide personal Secretarial support to management and the company through conducting and organizing a Secretarial duties and activities including receiving and handling information.

**OBJECTIVE**

To obtain a position as a secretary in a people-oriented organization with a challenging environment, to achieve the corporate goals, and to maximize my secretarial skills and experience.

**CORE KNOWLEDGE AND FUNCTIONAL SKILLS**

* Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
* Complete FORMS in accordance with company procedures.
* Compose, type, and distribute meeting notes, routine correspondence, and reports.
* Greet visitors and callers, handle their inquiries, and direct them to the appropriate persons according to their needs.
* Locate and attach appropriate files to incoming correspondence requiring replies.
* Mail newsletters, promotional material, and other information.
* Maintain scheduling and event calendars.
* Make copies of correspondence and other printed material.
* Open, read, route, and distribute incoming mail and other material, and prepare answers to routine letters.
* Set up and maintain paper and electronic filing systems for records (such as ATLAS system)
* Take dictation in shorthand or by machine, and transcribe information.
* Collect and disburse funds from cash ACCOUNTS, and keep records of collections and disbursements.
* Coordinate conferences and meetings.
* ESTABLISH work procedures and schedules, and keep track of the daily work of clerical staff.
* Learn to operate new office technologies as they are developed and implemented.
* Manage projects, and contribute to committee and team work.
* Operate electronic mail systems and coordinate the flow of information both internally and with other organizations.
* Order and dispense supplies.
* Prepare and mail checks.
* Preparing daily and weekly report for the managers meetings.
* Review work done by others to check for correct spelling and grammar, ensure that company format policies are followed, and recommend revisions.
* Supervise other clerical staff, and provide training and orientation to new staff.
* Operate office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, database management, and other applications.

**EMPLOYMENT HISTORY**

* **Midfield Terminal Contractor  - TCA Joint Venture**

**CONSOLIDATED CONTRACTORS INSTERNATIONAL COMPANY (CCC)**

*Quality Assurance and Quality Control Department*

March 2014 to Present

*Health Safety & Environment (HSE) Department*

March 2013 – February 2014

**Position: Secretary / Clerk**

* **Asia Pacific Medical and Diagnostic Inc.**

Aug 2012 – February 2013

**Position: Receptionist/Encoder**

* **The Generic Pharmacy**

 2009-2010

**Position: Assistant Pharmacist**

**PERSONNAL ATTRIBUTES**

* Accuracy
* Excellent organizational skills
* Confidentiality
* Planning and Time **MANAGEMENT**
* Initiative | Reliability
* Stress tolerance
* Customer-service orientation.
* Willingness to work in a flexible schedule and high workload.

**EDUCATIONAL QUALIFICATION**

Qualification : Bachelor's/College Degree

Field of Study : Bachelor of Science in Nursing

Institute/University : Our Lady of Fatima University, Philippines

Graduation Date : Oct 2009

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

 