**CURRICULUM VITAE**

**HEIDELBERGH**

**POST APPLIED FOR: RECEPTIONIST**

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| **OBJECTIVE:** |

Energetic, results oriented Receptionist eager to bring strong administrative skills to a growing company in need of top level support. Excellent organization, communication, and relationship building skills. Articulate and friendly with professional demeanor.

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| **WORK EXPERIENCE** |

* ***MESSENGER CUM OFFICE ASSISTANT***

NOVEMBER 19, 2007-Present

National Corporation for Tourism & Hotels

P. O. Box 6942 Abu Dhabi, UAE

**DUTIES AND RESPONSIBILITIES**

* Responsible for proper documentations, coordination and handling communication.
* Organize meetings for the Executive Directors and Project Managers.
* Maintaining a filing system including master files and various files and updating records as required.
* Opening, sorting, and distributing incoming correspondences, including faxes and mails.
* Maintaining office equipment good condition and keeping work areas neat and clean.
* Plan efficient routes prior to setting out on a delivery mission.
* Furnishes the office staff with clerical supplies.
* Delivers items to other departments/offices as required.
* ***SECONDARY TEACHER***

AUGUST 2006-NOVEMBER 10, 2007

Saint Anne Academy

Philippines

**DUTIES AND RESPONSIBILITIES**

* Follows professional practices consistent with school and system policies in working with students, students ‘records, parents and colleagues.
* Demonstrates communication and interpersonal skills as they relate to interactions with students, parents, other teachers, administrators and other school personnel.
* Ensure that the confidentiality of students and students; records are maintained and protected.
* Works cooperatively with school administrators, special support personnel, colleagues, and parents.
* Acts in a professional manner and assumes responsibility for the total school program.
* Maintains good order and discipline amongst students under one’s care and safeguarding their health and safety at all times.

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| **EDUCATIONAL BACKGROUND** |

* ***BACHELOR OF SCIENCE IN SECONDARY EDUCATION***

Major in English

Divine Word College of Laoag

Laoag City, Philippines

* ***CERTIFICATE OF RELIGIOUS EDUCATION***

St. Benedict Institute

Vigan City, Philippines

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| **SPECIAL SKILLS** |

* Excellent communication skills
* Skills in organization, planning and time management
* Ability to meet deadlines and targets
* Ability to prioritize and resolve conflicts
* Knowledge in Microsoft office (MS Word, MS Excel, MS Powerpoint)
* Guitarist

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| **LANGUAGES** |

* English (Fluent, spoken and written)
* Tagalog (Fluent, spoken and written)

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| **PERSONAL DETAILS** |

Age : 37

Date of Birth : October 22, 1978

Civil Status : Married

Nationality : FILIPINO

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

