**Divine**

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**Career Objective:**

Seeking a challenging opportunity where I will be able to utilize my strong organizational skills, educational background, andexceptional peopleskills, whichwill allowmetogrowpersonallyand professionally. To build a career that offer challenge and growth with opportunities to enrich my knowledge andskillswhile contributingmybesttotheorganizationIworkfor.

**==================================================================================== Work Experience**

***General Trading LLC***

**Dubai, UAE**

**►Front Desk Receptionist**

**April 2014 – June 2016**

♦ Greet, assist and/or direct visitors and clients

♦ Answer, screen and forward incoming calls while providing basic information when needed.

♦ Make preparations for Council and committee meetings

♦ Do banking transactions whenever possible.

♦ Provide word-processing and secretarial support.

♦ Perform other clerical duties such as filing, photocopying, faxing

♦ Monitor the use of office supplies

♦ Performs receptionist functions main activities.

***Rida International Travel and Tourism***

**Dubai, UAE**

**►Receptionist cum Data Entry**

**September 2012 – January 2014**

♦Meeting and greeting Clients/Visitors of the company

♦ Answering and forwarding calls

♦Receive and sort daily mail/deliveries/couriers

♦Receive and reply to daily emails.

♦Sorting and distributing post

♦ Develop and maintain current and accurate filing system

♦Arranging couriers

♦Perform Data Entry duties

***Stellar Global***

**Manila, Philippines**

**►Customer Service Representative**

***Dewey International (Hi Tutor)***

**Manila, Philippines**

**►Online Recruitment Staff**

**=========================================================================**

**Education**

Bachelor of Science **Major in Psychology**

University of the East

Manila, Philippines

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**Personal Information:**

**Marital Status**: Married

**Visa Status**: Employment Visa

**Nationality**: Filipino

**Gender**: Female

**==========================================================================**

**References:**

Will gladly furnish upon request.

**Divine CV NO.** **1737708**

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

