**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)

 