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| **MILLETTE**  [**MILLETTE.296038@2freemail.com**](mailto:MILLETTE.296038@2freemail.com) | | |
| miletski**Administrative support professional offering versatile office management skills and proficiency in Microsoft Office programs, who readily adapts to change, works independently and exceeds expectations. Able to juggle multiple priorities and meet tight deadlines without compromising quality. To join in a professional and reputable firm within which is a constructive framework, which allows me to establish stability, growth and most of all enhancement of my personal skills. In return I will be loyal, hardworking and valued member of the organization.** | | | | | |
| Summary of Qualifications | | * Skilful and dedicated staff with extensive experience in the coordination, planning, and support of daily operational and administrative functions. * Demonstrated capacity to provide comprehensive support for executive-level staff including scheduling meetings, coordinating travel, and effectively managing all essential tasks. * Highly focused and results-oriented in supporting complex, deadline-driven operations; able to identify goals and priorities and resolve issues in initial stages. * Proficient in Microsoft Office System, Microsoft Windows® operating system, and type more than 45 wpm with complete accuracy. * Boundless energy, capable of adopting a number of roles simultaneously; swift and agile. * 5+ year of successful experience working with separate companies * Holds a Tourist Visa (3 months validity) | | | |
| Career Achievements  **ADMINISTRATIVE COORDINATOR**   * Provides coordination and management to all administrative support services and administrative staff within an executive office/department. * Manages the overall operation of the office and provides support to executive management by setting appointments, arranging meetings, purchasing all supplies and equipment, maintaining personnel records, and drafting correspondence. * Plans and organizes procedures and prioritizes workflow to ensure efficient operation of the office. * Update databases; organize files and records, draft and proof correspondence, reports, presentations and other documents. * Depending upon organizational preferences or size, maintains calendar for an executive, schedules travel, makes travel arrangements, and handles travel reimbursements.   **SECRETARY**   * Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics. * Organizes work by reading and routing correspondence; collecting information; initiating telecommunications. * Maintains department schedule by maintaining calendars for department personnel; arranging meetings, conferences, teleconferences, and travel. * Completes requests by greeting customers, in person or on the telephone; answering or referring inquiries. * Maintains customer confidence and protects operations by keeping information confidential. * Prepares reports by collecting information. * Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies. * Keeps equipment operational by following manufacturer instructions and established procedures. * Secures information by completing database backups. * Provides historical reference by utilizing filing and retrieval systems. * Maintains technical knowledge by attending educational workshops; reading secretarial publications. * Contributes to team effort by accomplishing related results as needed.   **GENERAL CLERK**   * Performs specialized office or clerical support tasks that require previous knowledge of department or company procedures. Operates with minimal supervision and may exercise independent judgment in completing assignments. * Responsible for the inflow & outflow of all letters, correspondences, faxes, memos and all the other forms of internal and external forms of communications. * Responsible for keeping the filing system intact at all times and ensuring the security and right placing of all documents for ISO 9001:2000 and Dubai Accreditation (DAC). * Responsible for sending and receiving material requisition from, to sits and offices as well as receiving all office supplies and making sure of their completion. * Maintains and update computer databases used for document to ensure integrity of document archives. * Make necessary documents for the training especially training materials, certificates and ID’s for the attendees. * Assist Health, Safety, and Environmental & Quality (HSEQ) Manager in maintaining the Quality Management System documentation and all related records. * Performs other related duties when needed arises.   **RECEPTIONIST**   * Performs general receptionist duties and types a variety of correspondence for a department or a facility. * Receives incoming telephone calls for a department or organization, obtains caller's name, and forwards call to appropriate person or takes a message. * Greets clients and visitors and directs to conference room or staff member's office. May record calls and visitors. * Provides information and assistance to clients and customers. Answers inquiries for the general public. * Schedules appointments, maintains conference room schedule, receives or sends out messenger/courier items. * Performs typing and other clerical duties. | | | | | |
| Professional Working Experience | | **SECRETARY CUM RECEPTIONIST** …………………………………… *January 2010 – December 2010*  PIONEERS OF EXPERTS ENGINEERING CONSULTANTS  **AL GARHOUD, DUBAI, UAE**  **ADMINISTRATIVE COORDINATOR** …………………...………………… *July 2008 – December 200*9  Safeway Security & Safety Consultants  **Deira, Dubai UAE** | | | |
|  | | **GENERAL CLERK CUM RECEPTIONIST** …………………………………….. March 2005 up to June 2007 Mirdif Security & Safety Consultants  **Karama, Dubai UAE** | | | |
|  | | **DOCUMENT CONTROLLER CUM SECRETARY** ………………………… July 1, 2003 - January 30, 2005 American Power Conversion (Phils).  EPZA, Rosario Cavite | | | |
|  | | **QUALITY CONTROL CLERK** …………………………………………………… May 8, 2001 – June 30, 2003 Ju-Young Electronics (Phils.), Inc.  EPZA, Rosario Cavite **DATE ENCODER** ………………………………………………………………………. October 1999 – March 2000 *Underwriting Department* PNB General Insurers, Co., Inc.,- PNB Financial Center, Roxas Boulevard, Manila | | | |
| Education | | Bachelor in Commerce Major in Business Management  San Sebastian College Recoletos de Manila | | | |
| Technical Programs | | |  |  |  | | --- | --- | --- | | Office Skills: | Front-Desk Reception  Executive Support | Spreadsheets/Reports  Database Administration | | Computer Skills: | MS Word  MS Excel | MS Publisher  MS PowerPoint | | | | |
| Personal Data | | Birthdate ………………………………………………………………………………….. May 5, 1979  Age …………………………………………………………………………………………37 years old  Civil Status …………………………………………………………………………………Married  Citizenship ………………………………………………………………………………... Filipino | | | |