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**MARICEL**

**MARICEL.297855@2freemail.com**

**PERSONAL DATA**

Date of Birth: June 24, 1979

Place of birth: Tarlac City, Philippines

Civil Status: Single

Gender: Female

Religion: Christian

Height: 5”2

**SKILLS**

MS Office

MS Words

**LANGUAGE**

English

Arabic

Tagalog

***SUMMARY***

Talented with strong background experience in administrative work. Dedicated, and focused administrative who excels at prioritizing, completing multiple task simultaneously and following through to achieve project goals. Answer a high volume of incoming calls while handling in-person inquires from clients and colleagues. Flexible and hardworking with strong drive to succeed.

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***CAREER OBJECTIVE***

* Seeking a position that will allow me to use my bachelor of office management, my practical experience, strong interpersonal skills as well as my eagerness to contribute to a quality company
* I would like to work in a professional and achieve environment where I can apply my ability.
* Willing to work in a dynamic, challenging and growth oriented company that allows me to utilize my knowledge and experience to contribute for the growth of organization.
* Seeking new challenges and advancement where my knowledge, skills and experience from previous employments could be utilized for the growth of the company.
* To work in your company where in I can share and utilize my abilities and competencies.
* To give utmost support and loyalty with the experiences, skills and abilities I can contribute to the ratification of the company in achieving its goals and objectives.
* To build career in a growing organization, where I can get the opportunities to prove my abilities by accepting challenges.

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***EDUCATION ATTAINMENT***

College: Bachelor Degree of Science Major in Elementary Education Tarlac State University

 Tarlac City Philippines

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***EXPERIENCE***

**LEYHAUSEN FIELD SERVICES**

Dubai Media City

Position: Market Researcher

February 2015- October 2015

**Duties & Responsibilities**:

* Participate in the meeting and client/company discussions.
* Organize and prioritize the workload, communicated timeline with the project team.
* Make design proposals as per the client’s needs and requirements.
* Meet with clients.
* Prepare Material Submittals for client’s approval.
* Doing survey at the Airport.

**TECHNICAL LABORATORY FOR SOIL & BUILDING MATERIAL TESTING**

Umm Ramool Al Rashidiya Dubai, UAE

Position: Secretary

MARCH 2008 – SEPTEMBER 2014

**Duties & Responsibilities**

* Typing letters and reports
* Preparing quotation
* Operate electronic mail systems and coordinate the flow of information both internally and with other organizations.
* Operate office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, database management, and other applications.
* Dealing with clients.
* Handling incoming and outgoing calls.

**Municipality of Tarlac City**

Position: Administrative Assistant

Tarlac City, Phlippines

June 2005 – February 2007

**Duties & Responsibilities**:

* Maintaining system.
* Verifying that peripherals are working properly.
* Booking ticket and hotels.
* Creating a backup and recovery policy.
* Creating file systems.
* General correspondence.
* Implementing the policies for the use of the computer system and network.
* Updating system as soon as new application software comes out.

**College of the Holy Spirit**

Position: Adviser Teacher

Tarlac City, Philippines

March 2001-March 2005.

**Duties & Responsibilities:**

* Teaching different grade levels.
* Coaching bright pupils for educational contest.
* Handling lesson plans, test questions, Subject scope sequence and module.
* Tutoring slow learner children.
* Teaches English and Science.

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***CHARACTER REFERENCE***

Available upon request

 I hereby certify that all statements written above are true and correct with the best of my

 Knowledge and belief