Ma. Grizlda A. Ongjoco

**Objective:**

To pursue a professionally satisfying growth and challenging career. Seeking a quality environment where my knowledge can be shared and enriched for growth of the organization and self.

**Summary Qualification:**

* Assist Clients/ Customers as they enter the office or through phone.
* Established good working relationships in clients/ customers.
* Excellent communicator with warm and pleasing personality
* Possess excellent customer service and management skills.
* Kept detailed messages from the person called upon, containing name, call timing and business nature.

**Work Experienced:**

**Administrative Secretary cum Receptionist**

Sharjah, UAE.

June 2012 *-* 14 July 2016

Scope of work:

* Provide support for the report of the manager.
* Prepare all documents required for attestation, electricity connection and cancellation of tenancy contracts.
* Keeping of confidential files of Management.
* Prepare the attendance sheet with remarks to be submitted to the accountant for the preparation of Salary Sheet.
* Handling customer services, enquiries and after sales
* Placing advertisements regarding for the vacant flats/properties as well for the company profile thru internet (i.e. dubizzle, property finder, and other advertising as well in social medial sites)
* Make the internal memo of Management.
* Implemented corrective action plan to solve problems.
* Developed, planned, organized, and administered policies and procedures for organization to ensure administrative and operational objectives were met.
* Assist recruitment by put an advertisements in the newspaper.
* Provide support of applicant for interviews to the Manager / HR.
* Preparing the documents to process the application and cancellation of Employment Visas of the employees.
* Receiving and handling some important documents from HR need to be sign by the manager.
* Monitoring of emails. Manage to take necessary advice from concerned in charge for sending replies and make proper follow up, accordingly.
* Organize a complex work environment and improved workflow processes.
* Create Requisitions and Purchase orders according to the staff and management needs.
* Receiving tenant complaints.
* Attending tenant complaints while coordinating with the maintenance team as well as with maintenance supervisor.
* Gathering quotation.
* Preparing comparison sheets.
* Ensure that work is accomplished in a safe and efficient manner.

**Gaming Assistant/ Cashier/ Receptionist**

*Online E- Games Casino*

Paranaque City, Philippines

November 2011-March 2012

**Gaming Assistant/ Cashier/ Receptionist**

*Online E- Games Casino*

Pasay City, Philippines

November 2007 – December 2010

Scope of work:

* Responsible in rendering all the necessary assistance to the players and providing them their respective gaming needs /requests.
* Accommodate and [answer](http://www.ayosdito.ph/Gaming+Assistant-7300498-1.htm) all the inquiries of the players. The GA must make sure that the players are well-served and well -taken care of.
* Post the necessary [details](http://www.ayosdito.ph/Gaming+Assistant-7300498-1.htm)  (bank deposit) using the Post Bank Deposit section in the POS.
* Monitor closely the level of gross hold and the revolving fund to assure that it is enough to cover redemption of the players. This also includes anticipating big wins or big redemptions of players. In the light, it is the responsibility of the Cashier to call and inform Customer Service.

**Counter Checker**

*Grand Ever Gotesco Mall*

Caloocan City, Philippines

August2006- December2006

Scope of work:

* Making sure that all the items are securely packed on the bag especially fragile items.
* Check the number of purchased items versus the transaction receipt.
* Provide the necessary tools on the counter such as receipt roll, pen, packaging tapes, etc.
* Ensure the cleanliness and maintenance in the counter.

**EDUCATIONAL ATTAINMENT: YEAR GRADUATED:**

**Tertiary :** 2003-2006

*BS- NURSING (Undergraduate)*

*Dr. Yanga College Inc.*

**Secondary :** 2000-2003

Parada Nat’l High School

**PERSONAL INFORMATION:**

Date of birth : Sept. 13 1986

Marital Status : Single

Nationality : Filipino

Residence location : Sharjah, U.A.E

**Job Seeker First Name / CV No: 1801728**

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

