##### **Z:\Laarnie\My Profile\ok.jpg Laarnie**

###### **Email Address:** laarnie.300554@2freemail.com

**Proposed position:** Receptionist / Executive Secretary / Administrative Assistant / Sales Executive

## OBJECTIVES:

 To pursue a more challenging and rewarding position in a reputable company that would enhance my ability, collective working experiences, education and potential in various fields and would give me personal individual growth as a professional and towards the achievements of the company.

**QUALIFICATION:**

* Computer Literate
* Proficient in using Microsoft Office Word, Excel, PowerPoint, and Outlook
* Proficient typing
* Customer service and phone skills
* Excellent command of English / good communication skills
* Excellent interpersonal and team skills
* Fast learner, patient and hardworking
* Ability to interact in a multicultural environment and can do multi tasking even under pressure

 **DETAILED WORKING EXPERIENCES:**

* **UNIVERSAL PAINT & CHEMICAL INDUSTRIES LLC**

**April 06, 2015 – Up to present**

**Mussafa ICAD 1, Abu Dhabi - United Arab Emirates**

**Archive Clerk**

 **DUTIES AND RESPONSIBILITIES:**

* Maintain the information in the office’s records management system.
* Register incoming and outgoing records in electronic record keeping system.
* Sort records and documents in accordance with classification standards and instructions.
* Maintain paper-based and electronic central file system by creating new folders, applying disposition instructions and tracking file circulation.
* Assemble records and create electronic file lists in preparation for records transfer and arrange for their transportation from offices and non-current storage.
* Organize and maintain the filling system.
* Find and supply required files to staff members as per request.
* Complete other responsibilities as per Manager’s requirements.
* Receives telephone calls in a professional manner related to company issues and transfer to appropriate personnel.
* Typing official letters, faxes, memos, emails, scanning of paper-based documents for inclusion in electronic format in the system.
* SILVER LIFE GIFTS SHOP

 January 14, 2011 to February 14, 2015

**Hamdan Centre / Al Marina Mall Abu Dhabi, UAE**

**Sales Representative**

 **DUTIES AND RESPONSIBILITIES:**

* Enhances product of company credibility ,creates a positive attitude about the product or company.
* Ensures the cleanliness ,orderliness of the product display area and responsible in the daily stock with that of meeting customer demand .
* In charge of the promotional display to produce sales increases and offering customers with sales promotion materials.
* Attending to all customer needs and demand ,explains fully the special features of the products.
* Issuance of invoices, cash memos, vouchers, etc.
* Attending telephone enquiries for some various matters.
* Offers customers a wide variety of services, such as gift –wrapping, return privileges, etc.
* Preparation of monthly and yearly reports
* Remitting and tallying the sales.
* WATSON YOUR PERSONAL DRUGSTORE

 April 2009 to July 2010

**SM Baguio City, Philippines**

**Pharmacy Assistant / Cashier**

 **DUTIES AND RESPONSIBILITIES:**

* Receives prescription from patients and verifies that required information is on the form.
* Types prescription labels which include information such as patient name, clinician’s name, name of medication , and dosage instruction and gives to pharmacist to review.
* Receives and places incoming supplies on shelves , tagging and pricing each item according to directions.
* Rotates stock ,moving older medication to the front of the shelf so it is used before expiration date.
* Compiles daily statistics such as number of patients requesting prescriptions, new prescriptions received and number f refill orders.
* Answers telephone calls , providing general information and routing other calls to appropriate party.
* Assists pharmacist with inventory by counting supplies.
* Received and process credit for purchase merchandise.
* Prepare summary of cash remittances.
* Prepare all cashiering documents and submit them to sale audit and credit invoices department assuming responsibility for reasonable accuracy and completeness.
* **St. Therese Hospital**

**January 2009 to March 2009**

**Brgy San Lorenzo, San Nicolas, Ilocos Norte Philippines**

**Administrative Secretary**

 **DUTIES AND RESPONSIBILITIES:**

* Perform a variety of administrative and clerical duties.
* Assists in the yearly performance evaluation of other employees.
* Updating the files of every personnel.
* Attend Inter-Department meetings.
* Prepare budget allocations for our office including office supplies and other expenses.
* Make correspondence and reports and set-up appointments for our Admin Head.
* Plans and schedules meetings and appointments.
* Organizes and maintain paper and electronic files, deals with paperwork and office organization.
* Answers phone calls, and forward it to the correct personnel.
* Writes and sends letters to persons working both in-house and out of the company.

## EDUCATIONAL BACKGROUND:

**Bachelor of Science in Pharmacy – 2002 to 2007**

Mariano Marcos State University

Batac , Ilocos Norte , Philippines

 **PERSONAL DATA:**

 Date of Birth : August 31 , 1985

 Nationality : Filipino

 Civil Status : Single

 Sex : Female

 Dialect : Filipino / English / Arabic

 Visa Status : Transferrable

 **LAARNIE**

 **Applicant**