**ABEGAIL BARNUEVO VALES**

**JOB DESCRIPTION: OFFICE ADMIN/ RECEPTIONIST**

**CAREER OBJECTIVES:**

* To do the job which I will be required to perform in an institution that recognizes hard work, experience and growth opportunities.
* To render service which will provide me the opportunity to maximize productivity, efficiency, and reliability in any organization I will provide work for.

**HIGHLIGHTS OF QUALIFICATIONS:**

* Capacity to work both as an individual and as a team.
* Excellent organizational and time management ability.
* Highly self motivated, willing to learn and quick adaptation to new processes within less time frame.
* Computer knowledge with MS-Office, Outlook and effective browsing skills.

**QUALIFICATION:**

* Certificate of Basic Autocad

June 10- July 15 2016

Dubai, UAE

* Bachelor in Industrial Technology

Major in Computer Technology

2005-2009

**PERSONAL INFORMATION:**

Date of Birth : 13 July 1988

Citizenship : Filipino

Civil Status : Married

Height : 152 cm

Languages : English

Religion : Roman Catholic

**WORK EXPERIENCES:**

**ADMINISTRATIVE CLERK**

CITYMOON TYPING AND DOCUMENTS CLEARING

Located in Dubai, UAE

February 25, 2014- November 11, 2014

* I organized and detail-orientated with good analytical skills to run day-to-day operations.
* I am the one responsible for the office budget and the maintenance schedules for supplies, and equipment.
* I am the one in- charge for making schedules with our clients.
* I am able to manage different personalities and handle shifting priorities while maintaining a calm professional demeanor.
* I can do also multitasking, and resolved office conflicts.

**Customer Support Executive**

Advanced Link Dubai Sea Cargo Services

Located in Dubai, UAE

September 8, 2013- December 2013

* Ensuring timely and professional responses to all complaints, requests and queries received.
* [Research](http://www.jobawareness.com/cellsresearch-technician.asp) and compilation of answers for informational requests from customers.
* Proper recording and scrutiny of the complaints received.
* Maintain and develop external party relationships.
* Preparing reports on the activities of the Customer Care department.
* Efficient dealing of complaints to completion and enabling satisfaction of customer.
* Rendering useful administrative support to other members of the customer care team.

**Receptionist**

**Queen Margarette Hotel**

Located in the Philippines

June 4, 2012- December 12, 2012

* Greet guests with a smile, welcome the guest to the hotel and arrange reservations.
* Answer calls to the hotel's main telephone line and allocate guest rooms, as well as take and relay telephone messages for guests or managers.
* Communicate efficiently with housekeeping and maintenance staff to ensure quality service to guests.
* Preparing bills, taking payments, handling checkouts.
* Dealing with complaints and handling them.

**Office Clerk**

Quezon Metropolitan Water District

Located in the Philippines

September 2007- February 2009

* Compile, copy, sort, and file records of office activities, and other activities.
* Operate office machines, such as photocopiers and scanners, facsimile machines, and personal computers.
* Communicate with customers, employees, and other individuals to answer questions, explain information, take orders and address complaints.

**Job Seeker First Name / CV No: 1817994**

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

