**MARCO, DANIKA BASIA A.**

A highly equipped professional with a vast experience in performing a variety of administrative and staff support duties for a specified department, that requires a range of knowledge and skills of organizational procedures and policies; have an immense experience in administrative, customer service which contributed for my well-being and capability to be a multi-tasker and team player.

**WORKING EXPERIENCE**

**Receptionist/ Secretary**

CE Engineering Company- Mandaluyong City, Philippines (May 2015- May 2016)

* Completes requests by greeting customers, in person or on the telephone; answering or referring inquiries.
* Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text and data.
* Maintains office supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies and verifying receipt of supplies.
* Contributes to team effort by accomplishing related results as needed.
* Responsible for answering the telephone, booking reservations and arranging large parties or special services.
* Multitasking abilities will always come in handy, because a Receptionist/ Secretary may be asked to do other jobs as well.
* Coordinating mail shots and similar publicity tasks and filing of records and documentation.
* Completing daily reports and other side duties.

**KEY QUALIFICATION AND SKILLS**

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* Good in interpersonal and communication skills
* Ability to work under pressure
* Punctual and compassionate
* Proficient in Microsoft office
* Typing Skills
* Professionalism
* Microsoft Office Skills

**EDUCATIONAL BACKGROUND**

**New Era University 2011 - 2015**

Bachelor of Arts Major in Foreign Service

**Job Seeker First Name / CV No: 1841580**

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