**KRISTINE**

[**KRISTINE.310067@2freemail.com**](mailto:KRISTINE.310067@2freemail.com)



**OBJECTIVE:**

To obtain a challenging position that enables to fully and effectively utilize my management, administrative and marketing skills to improve company operations and to provide opportunity for professional development.

**SKILLS**

* Proficient in Microsoft Office Program e.g Microsoft Office, Word excel, Power point
* Basic Knowledge in Programming, Web Page Development and Computer Graphics
* Computer literate

**OTHER SKILLS:**

* Strong Verbal and Personal Communication skills
* Self-motivated, initiative, high level of energy
* Tolerant and flexible to different situations
* Determination
* Responsibility
* Multi-tasking
* Highly self confident and can work well under pressure which definitely allows me to maintain a professional atmosphere with the customer
* Remarkable communication skills
* Flexible, hardworking, punctual and patient
* Ability of speaking and understanding Arabic language
* Satisfactory of both oral and writing English language

**WORK EXPERIENCE**

**Position: Administrative/Executive Secretary**

**Company:**  **Emirates International Hospital**

**October 2015-Present**

**Duties & Responsibilities:**

* Provide administrative and clerical support to departments or individuals.
* Managing the day-to-day operations of the office
* Organizing and maintaining files and records
* Planning and scheduling meetings and appointments
* Alert manager about cancellations or new meetings.
* Sending & Receiving electronics mail to the client
* Preparing and editing correspondence, reports, and presentations
* Providing quality customer service
* Working in a professional environment
* Preparing minutes of the meeting
* Greet and receive visitor.
* Prepare confidential and sensitive documents.
* Coordinates office management activities.
* Determine matters of top priority and handle accordingly.
* Takes and transcribes dictation.
* Maintain office procedures.
* Operate office equipment, such as photocopy machine and scanner.
* Relay directives, instructions and assignment to executives.
* Receive and relay telephone messages.
* Maintain hard copy and electronic filing system.

**Position: Operations Secretary/Clerk**

**Company: Oceancoast Shipping Corporation**

**Quezon City, Philippines**

**March 2012-July 2015**

**Dutiies & Responsibilities:**

* Performs administrative tasks to support the operations group.
* Filing
* Projects such as gathering information by phone, letter, email or in person
* Checking Report from day to day operation of the company
* Recording and updating databases
* Photocopying and scanning documents
* Supporting the reception desk

**Position: Accounting Clerk/Branch Cashier**

**Company: ARDCI NGO Group Incorporated**

**Quezon province Philippines**

**July 2010-September 2011**

**Duties & Responsibilities:**

* Establish an exciting and welcoming affair for prospective clients on entering the company/branch.
* Supervise debit, credit or cash transactions, as well as other forms of payments.
* Provides account services to customers by receiving deposits and loan payments; cashing checks; issuing savings withdrawals; recording night and mail deposits Review cash accounts on a daily basis
* Supply clients with relevant information on products and services available in the company.
* Maintain an extensive report on daily, weekly, and monthly transactions.
* Reconciles cash drawer by proving cash transactions; counting and packaging currency and coins; reconciling loan coupons and other transactions; turning in excess cash and mutilated currency to head teller; maintaining supply of cash and currency.

**TRAININGS/SEMINARS**

**HOLD UP CASE PREVENTION AND MANAGEMENT DELINQUENCY TRAINING**

Villa Kriselda, Mercedes, Camarines Norte

November 13-15, 2010

**COUNTERFEIT MONEY DETECTION TRAINING**

University of Nueva Caceres

Naga City, Camarines Sur

November 6, 2010

**EDUCATION**

**LEVEL SCHOOL/ADDRESS INCLUSIVE YEAR**

**COLLEGE** **Bachelor of Science in Information Technology**

Catanduanes State University 2006-2010

Calatagan, Virac, Catanduanes, Philippines

**SECONDARY** Catanduanes National High School 2002-2006

Constantino, Virac, Catanduanes, Philippines

**PRIMARY** Virac Pilot Elementary School 1996-2002

San Roque, Virac, Catanduanes, Philippines

**PERSONAL BACKGROUND**

**DATE of BIRTH: August 9, 1989**

**PLACE of BIRTH: Virac Catanduanes Philippines**

**Marital Status: Single**

**SEX: Female**

**AGE: 27 years old**

**RELIGION: Christian**

I hereby certify that all the information written above is to the best of my knowledge, true and accurate.