**Ronda**

[Ronda.310744@2freemail.com](mailto:Ronda.310744@2freemail.com)

**CAREER OBJECTIVE:**

To establish my importance in customer service oriented or in the administration through my range of skills and good work attitude/performance that would open up for successful career advancement and personal growth.

**WORK EXPERIENCE:**

**July 2012 up to Present**

**Receptionist,Secretary & Admin. Assistant**

**Gold Line Management Consultancies**

**Business Bay, Dubai U.A.E.**

* Answers telephone system for the purpose of screening calls, transferring calls, responding to enquiries and taking message.
* Ensuring clients satisfaction and create clients rapport/loyalty by providing excellent.
* Arranging clients appointment meetings with our CEO.
* Keeping and fillings of all the company licenses and other supporting documents.
* Facilitates sending of legal documents by courier both local and international.
* Keeping and filling all the bank transactions of the company.
* Checking stationary items and other things needed of the company.
* Keeping all the personal staff files.
* Writing cheques and sending internal bank transfers by fax.
* Perform data entry and scan documents.
* Provide general administrative & clrerical support including mailings, scanning, faxing & copying to management.

**February 2008 up to April 2012**

**Receptionist, Secretary & Admin. Assistant**

**HEB International Logistics LLC**

**Dubai, United Arab Emirates**

* Entering all thedatas in the system like invoices, payment vouchers, receipt vouchers, petty cash voucherand receiptpayment voucher.
* Handling and updating all the personal files of the employees.
* Maintaining the daily time record of all the employees.
* Provide assistance to the Head Management.
* Screening and delegating telephone calls for concerned person.
* Attends to clients/customers queries.
* Arranging and distributing courier services and deliveries for incoming and outgoing documents.
* Receiving and sending fax.
* Performs other tasks as the need arises.
* Ensuring uninterrupted supply of office stationeries and monitoring stocks.
* Receiving and sending reminder to the accounts department whenever there is pending payments.
* Doing cheques and Bank Transfers from the Clients.
* Handles petty cash and receiving all the money transactions coming from the warehouse, handling charges and storage fee.
* Maintaining all the bank payment, receipt and cash vouchers and all other bank transactions.

**June 2005-June 2006**

**Secretary**

**Bicol Medical Center (Pharmacy section), Philippines**

* Encoding the weekly available medicines that will be distributed to different wards.
* Make the weekly schedule of the pharmacist.
* In-charge of the weekly inventories of the medicines.
* Assist the needs of the employers if they are going to purchase medicines for emergency purposes.
* Perform menial tasks from time to time or if needed.
* Handles incoming calls and outgoing calls.

**April 2002-May 2003**

**Document Controller**

**Iriga City Water District, Philippines**

* In-charge of the weekly inventories of the document
* Filing, record-keeping and other related office works
* Make correspondence, letters, memoranda, forms and other documents
* Filing of documents of the clients.
* Receives pertinent documents.

**EDUCATIONAL BACKGROUND:**

**Universidad de Sta. Isabel** Bachelor of Science in Secondary Education 1997-2001

Naga City, Philippines

**Philippine Women’s University** Caregiver Course 2002-2003

Naga City, Philippines

**SKILLS:**

* Computer literate (Microsoft Office, Word, Excel, Outlook)
* Can operate PABX, Fax Machine, Scanner

**SEMINARS ATTENDED:**

* First Aid Training
* Basic Life Support