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|  |  | *Contact details:* | **DSC_8380** |
|  |  |  |
|  | *Email:* | Ria.313961@2freemail.com  |

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| ***Objectives*** |
|  | To obtain a position where my skills and my knowledge can be utilized and developed. I will do my best to become a professional whose skills will be most beneficial in meeting the needs of the organization. |

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| ***Educational Attainment*** |
|  | (Batangas State University-BSU)A.R. Apacible School of Fisheries CampusNasugbu, Batangas, Philippines | **Bachelor of Science in Information Technology** **(BSIT)** **Year: 2003 – 2007** |
|  |  |  |
|  | De La Salle UniversityDasmariñas, Cavite, Phlippines | **Bachelor in Science in Business Administration****(BSBA)****Year: 1998 – 2000 (2nd Year)** |

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| ***Work Experience*** |



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|  | *Position* | **COO SECRETARY** |
| *Company* | **Al Salama One Day Surgery Center** |
| *Address* | Baniyas East, Abu Dhabi, UAE |
| *Tenure* | October 2012 - Present |

***Key Responsibilities and Specific Accountabilities:***

* Answers incoming telephone calls to the COO Office
* Makes calls according to the instruction from COO and transfer to him
* Takes message and covey to COO
* Responds to public inquiries
* Prepares and manages internal correspondence
* Sets up meeting and coordinates with department heads and manager according to COO advice
* Implements and maintains office system
* Arranges and confirms appointments and interviews
* Liaison with internal and external contacts
* Maintains the general filing system and file all correspondence
* Assists, plans and prepares meeting
* Performs general secretarial duties including photocopying, faxing, emailing and filing
* Provides secretarial support to COO

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| **New Picture.png** | *Position* | **ADMINISTRATIVE ASSISTANT** |
| *Company* | **Batangas State University, ARASOF Campus** |
| *Address* | Nasugbu, Batangas, Philippines |
| *Tenure* | June 2008 – April 2012 |
|  | ***Key Responsibilities and Specific Accountabilities:**** Admits student applicants for admission
* Provides information regarding school facilities, enrolment fees and scholarship programs to parents, students and applicants
* Sorts, files and encodes student applications for the coming school year and monitors the number of applicants (Grade IV, First Year High School, First Year College and Transferees)
* Prepares all forms, test booklets and answer sheets available for conducting examinations, and checks if certain forms and booklets are required for reproduction and printing
* Prepares communication letters and sends them to principals and heads of different schools; contacts and confirms scheduled date of career orientation
* Conducts entrance examination for incoming Grade IV, First Year High School and College students; checks and computes answer sheets of examinees; encodes information of examinees together with their score
* Gives instructions, evaluates and issues report of ratings to students with academic waivers and to shifters; evaluates their grades if they are qualified to shift to other course
* Updates the Deans, Registrar and concerned officials about the application and admission of new students at the beginning of the school year
* Facilitates enrolment; issues admission slip to students; encodes the student profile to the Student Services Transaction Processing System
* Administers Pre-Battery Examination for Second Year BS Nursing students and Qualifying Exams to 3rd year Bachelor in Industrial Technology students and 2nd year Bachelor of Science in Accountancy students
* Releases entrance examination results
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| ***Seminars Attended*** |

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| 2006 Oct. 05 | Batangas State University Nasugbu, Nasugbu, Batangas, Philippines* **Quality Consciousness and Awareness Seminar**
 |
| 2006 Sept. 18 | Batangas State University Nasugbu, Nasugbu, Batangas, Philippines* **Global Warming: Signs of a Dying Earth**
 |
| 2006 Sept. 15 | University of the Philippines Diliman, Quezon City, Philippines* **Philippine Youth Congress in Information Technology 2006**
 |
| 2005 Sept. 27 | Batangas State University Nasugbu, Nasugbu, Batangas, Philippines* **Quality Consciousness Seminar**
 |
| 2004 Oct. 30 | Batangas State University Nasugbu, Nasugbu, Batangas, Philippines* **Environmental Management Standards**
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| ***Training Attended*** |

Has completed 360 hours of training at the Marketing Department of the Central Azucarera Don Pedro Inc., Nasugbu, Batangas from December, 2006 to February, 2007.

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| ***Personal Data*** |

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| *Nationality* | Filipino | *Height* | 5' 2" |
| *Birth date* | May 8, 1981 |  |  |
| *Birth place* | Nasugbu, Batangas, Philippines | *Languages Spoken* | English & Filipino (Tagalog) |
| *Civil Status* | Single | *Visa Status* | Resident Visa |

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| ***Skills & Interests*** |
|  | * Knowledge in computer applications such as Microsoft Word, Microsoft Excel, E-mail and Internet Explorer
* Adapts easily to new concept and responsibilities and practice self-discipline and knows the value of time
* Flexible in responding to changes and accepts new responsibilities
* Ability to work in a team oriented environment
* Detail-oriented individual, reliable, dedicated to the job, willing to learn & hardworking
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| ***Character References*** |

 Available upon request.

I hereby affirm that the information on this record is true and correct. I fully understand and agree that any falsehood, misinterpretation or omission of any fact herein shall be sufficient cause of rejection of my application or termination of my employment should I be accepted.

  **Ria**