

 **Aileen**

**Aileen.316577@2freemail.com**

**OBJECTIVE**:

To secure a challenging position that will utilize and enhance my interpersonal and motivational skills in a company that is forward looking, employing leading edge technology and be committed to their clients and staff.

**EMPLOYMENT HISTORY**

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| --- |
| LANGUAGES |

**Receptionist cum Administrative Assistant**

**Arco Turnkey Solutions Contracting LLC**

Dubai Investment Park – Dubai, U.A.E.

January 2016 - Present

Responsibilities:

* Accommodates visitors by greeting in person or on the telephone
* Answering inquiries, and identifying concerns
* Directs visitors by maintaining employee and department directories; giving instructions
* Ensures that good client rapport is maintained related department
* Maintains safe and clean reception area by complying with procedures, rules, and regulations.
* Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs
* Provides and arranges administrative support functions for the company
* Provides effective coordination within the Department, other Business Units and clients
* Reads and prepares documentation requirements for Bidding
* Assists in Estimations Department for sending quotations and follow-ups
* In charge for all business related internal documentation transfer
* Performs any other related duties as required

**Personal Secretary**

**Laras Security Angency**

Makati City, Philippines

May 2006 to October 2009

**Responsibilities:**

* Assisting Manager in daily office works
* Scheduling conference appointments for manager
* Transcription of confidential correspondence
* Report to the manager regarding manpower and resources
* Checking of the Company communications and email
* Check items, consumable and stock for office use

**EDUCATIONAL BACKGROUND**

**College**

School

Bachelor of Arts and Science in Computer Science

Years Attended:

**Vocational**

ACTEC (Asian Caregiving and Technology Center)

Cubao, Quezon City

Care Giver

Years Attended: 2009-2010

**Secondary Education**

Bagong Barrio National High School

Caloocan City, Philippines

Years Attended:

**PERSONAL DETAILS**

**Date of Birth:** March 02, 1981

**Place of Birth**: Caloocan City, Philippines

**Nationality**: Filipino

**Visa Status**: UAE Residence

**Marital Status**: Single

**Languages Known**: English, Tagalog (knowledgeable in Japanese, Arabic, and Korean)

**Interest:** sports, cooking, music, movies, socializing, travel, and shopping

I hereby certify that above information is true and correct upon my knowledge.

Sincerely Yours,