

***Rodalyn***

***Rodalyn.331495@2freemail.com***

***Career Objectives:***

***To secure a challenging position with a challenging company that will provide an opportunity for my professional and personal growth that will fully utilize my skills and potentials and one that will provide the training needed for my future advancement to top management. To be an asset of company’s growth by contributing knowledge, skills, loyalty, and integrity.***

***SKILLS:***

***Telephone Skills, Verbal Communication, Microsoft Office Skills, Listening, Professionalism, Customer Focus, Organization, Informing Others, Handles Pressure, Supply Management.***

***CERTIFICATE OF BASIC SECRETARIAL COURSE—FILIPINO INSTITUTE- AL QOUZ, DUBAI UAE-2016***

***CERTIFICATE OF BASIC HR & ADMIN COURSE—FILIPINO INSTITUTE- AL QOUZ, DUBAI UAE-2016***

***CERTIFICATE OF ADVANCE HR&ADMIN COURSE-FILIPINO INSTITUTE- AL QOUZ, DUBAI UAE-2016***

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| ***WORK EXPERIENCES*** |

***DuServe Facilities Management***

***Dubai World Central , Jebel Ali***

***Fairview Residency, Business Bay***

***Deyaar Development***

***June 01, 2014 till up to date***

***BUILDING RECEPTIONIST/ FRONT DESK/CONCIERGE/ COORDINATOR***

* ***Be the face of the business while welcoming any visitors into the building remaining extremely presentable and professional at all times.***
* ***Effective and timely communication to all necessary internal department.***
* ***Providing refreshments for guest and management as required.***
* ***Manage relationships with suppliers/contractors.***
* ***Organizing post/emails/calls.***
* ***Arranging courier shipment of documents.***
* ***Liaise with other staff members effectively, in order to complete the assigned tasks***
* ***Complete all general administration in a timely manner***
* ***Communicate effectively with superiors, subordinates and other departments as required.***
* ***Dealing with the complaints and giving them helpful information.***
* ***Perform data and scan documents***
* ***Complete weekly, daily and monthly report and send to the management***
* ***Activate and issuing access cards.***
* ***\* Receiving cash and cheque security deposit for using the service elevator.***
* ***\* Preparing schedule and taking appointment for other repair works.***
* ***\* Filling documents such as move in/out, lost & found items, incident report.***
* ***\* Receiving complaints from the apartments and common areas.***
* ***To be in charge of maintaining the archives of the company.***
* ***To ensure the front desk area to be cleaned and in tidy order.***
* ***To provide assistance in preparing documents and reports.***
* ***To be in charge of the FM staff in the site.***
* ***Forwards information by receiving and distributing communications***
* ***To provide assistance to the clients like answering, receiving calls and taking messages.***
* ***To make timesheet and monthly report of the FM staff***
* ***To handover the apartment keys to the owner with complete documents***

***Duserve Facilities Management***

***Dubai World Central Headquarters***

***April 01, 2014 to May 30, 2014***

***\* Assisting the staffs***

***\*Doing clerical job, admin, office assistant***

***\*Having training at helpdesk/ receiving all calls***

***\*Corresponding emails from staff***

***\*Temporary in-charge of all stationeries***

***Duserve Facilities Management***

***Dubai World Central***

***23 Marina Tower, Dubai Marina***

***November 5, 2012 to March 31, 2014***

***Customer Service Assistant/***

***Community Attendant/Gym reception***

***Duties and Responsibilities:***

***\* Greet the customers and face them with a great smile.***

***\* Assist all customers coming in the office, and in the recreational area.***

***\*Answering customer inquiries or passing them on to the appropriate department.***

***\*Giving information and helping to solve customer problems.***

***\*Taking information and arranging services for customers.***

***\*Answer the needs and concerns of the customers.***

***\*Dealing with the complaints and giving them helpful information.***

***\*Responsible in taking care the gym, aerobics and play area.***

***\*Make an everyday report.***

***Right Bite Nutrition and Catering Services LLC***

***Al Qouz Industrial 2, Dubai, U.A.E.***

***October 08, 2011 to October 19, 2012***

***Office Assistant cum Receptionist/ Admin Assistant***

***Job Description:***

* ***To greet persons entering establishments, determine nature and purpose of visit, and direct or escort them to specific destinations.***
* ***To provide assistance to staff members like answering, receiving calls and taking messages.***
* ***To be in charge of maintaining the archives of the company.***
* ***To ensure the front desk area to be cleaned and in tidy order.***
* ***To provide assistance in preparing documents and reports.***
* ***To help the accounts departments sorting files, scan and photocopying documents.***
* ***To maintain office filing, stationeries and storage system. Monitor and order office supplies.***
* ***Checks and maintains inventory and other operating or administrative records.***
* ***Forwards information by receiving and distributing communications.***
* ***Maintains supplies by checking stock to determine inventory level, anticipating requirements, placing expediting orders and delivering supplies to work stations.***
* ***Sorts documents in a record or filing systems. Retrieves material from files upon request and keeps records of the movement of file materials. Perform other tasks as given by manager.***
* ***To maintain an efficient and harmony working environment among employees.***
* ***Doing data entry, and checking for the sales.***
* ***Compensation and benefits administration and record keeping.***
* ***Maintaining employee files and the HR filing system.***
* ***Providing with necessary information and answering their queries.***

***Suyarama General Trading.***

***24th floor, Al Shafar Tower,***

***Tecom Area, Dubai Internet City***

***Office assistant cum receptionist***

***June 21, 2011 to August 22, 2011***

***Job Description:***

***\* To greet customers and senior members of the company, answer phone and receive messages sent to the company.***

***\* To ensure the front desk area to be cleaned and in tidy order.***

***\* Making tea or coffee of the staffs***

***\* Attending incoming and outgoing calls***

***\* Receiving and assisting guests and giving meeting rooms for them***

***\* Maintain office filing, stationeries and storage system, maintain and order office supplies.***

***\* Sorting documents, helping staff for photocopying, scanning documents.***

***\* Responsible for timely completion of job.***

***\* Giving a good customer service***

***\* Sending courier to designated destination.***

***Fulbright & Jaworski LLP***

 ***Attorney at Law***

 ***24th floor, Festival Tower***

 ***Dubai Festival City***

 ***October 07, 2010 to January 15, 2011***

 ***Office Girl / Office assistant / reception***

***Job Description:***

* ***To greet customers and senior members of the company.***
* ***To provide assistance to staff members like answering, receiving phone calls and taking messages.***
* ***Maintaining cleanliness and orderliness of the area***
* ***Photocopying, filing and maintaining the documents and files***
* ***Distributing mails to the person in charge***
* ***Attending incoming and outgoing calls***
* ***Assign in the reception for attending customer/ clients and giving assigned meeting rooms for them.***

***Office girl/ Office assistant***

 ***NOOR ISLAMIC BANK***

 ***Infinity Department, Wealth Management***

 ***Grosvenor House, Commercial Tower***

 ***Sheikh Zayed Road, Dubai, UAE***

 ***February 17, 2009 to October 06, 2010***

***Job Description:***

* ***Greet persons entering establishments, determine nature and purpose of visit, and direct or escort them to specific destinations.***
* ***To provide assistance to staff members, giving tea or coffee.***
* ***Maintaining cleanliness and orderliness of the area.***
* ***Photocopying, fax, scanning documents***
* ***Sending courier to the department.***
* ***Filing and maintaining the documents and files***
* ***Responsible for timely completion of job***
* ***Preparing the personalization as per work order & reconciliation of job completed***
* ***Attending incoming and outgoing calls.***

***Office Girl / Office assistant cum receptionist***

***Emrill Services LLC***

***Al Aweer, Ras Al khor, Dubai U.A.E.***

***April 2008-February 2009***

***Bodycote Office, Training Centre***

***Job Description:***

* ***Maintain an orderly and systematically file of office documents***
* ***Assisting the office clients / visitors and answering routine questions.***
* ***Attending incoming and outgoing calls***
* ***Business Correspondence, and do clerical jobs for the line manager***
* ***Prepares timesheet of the staff***
* ***Responsible for issuing uniforms to the staff.***
* ***Taking care the reception area***
* ***Purchasing of new supplies and materials***
* ***Transfer new cleaners to their designated area***
* ***Preparing the personalization as per work order.***

***EDUCATIONAL BACKGROUND***

***Year graduated Name & Place of School Educational Attainment***

***1999-2001 Zintel College College***

 ***Solano, Nueva Vizcaya Philippines***

* ***Graduate: 2 years Executive Computer Secretarial College Level***
* ***TESDA SCHOLARSHIP***

 ***PERSONAL PROFILE***

* ***Industrious, honest and has good moral character***
* ***Quick learner eager to learn when given the opportunity***
* ***Excellent experienced and knowledge in standard official documentation***
* ***Knowledge in computer***
* ***Can work independently***

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| ***PERSONAL BACKGROUND*** |

***Nationality : Filipino***

***Date of birth : May 19, 1982***

***Religion : Christian***

***Marital status : Married***

***Language spoken : Filipino, English (fluent)***

***Visa status : Employment Visa***