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| E-MAIL  [Queency.334800@2freemail.com](mailto:Queency.334800@2freemail.com) |  |  |

# Career Summary

An efficient, organized and approachable person who is always willing to help work colleagues out. Possessing to learn new things to be able to apply and make the work better. Having strong time management skills. Always happy to do the mundane office duties as well as more exciting work. Presently searching for a suitable secretarial role with an exciting and progressive company.

# Work Experience

## Al Butin General Trading – **Secretary** **April 2015–Present**

Abu Dhabi, UAE

* Present a professional welcoming first contact to all clients, funders, vendors, board members, staff, etc. - by phone, in person, and email.
* Responsible for incoming and outgoing mail, shipping and receiving of couriers and medical supplies.
* Arranging local and international shipment via air, sea and land transportation, preparing invoices, packing list and other shipping documents for logistics purposes.
* Prepares and follows up on any sales quotations made for clients, negotiating terms with the client at a cost best suited for them.
* Tracking sales orders to ensure that they are scheduled and sent out on time.
* Coordinate the sales team by carrying out the tasks such as managing schedules, filing important documents, completing those required proposals and communicating relevant information.
* Maintain sales records and prepare sales activity reports.
* Responsible for managing medical supplies and maintenance of storage areas.
* Maintains all HR records, staff contracts, appraisal and training records.
* Full secretarial support to the Managing Director and team, dealing with queries and other agendas at all levels.

## “Wanna Read?” Non-Profit Organization – **Administrative Assistant**

Abu Dhabi, UAE

* Responsible for rendering the day-to-day operational and administrative activities of the Manager by organizing the incoming flow of work, prioritizing incoming requests, maintaining a control system, and following‑up to ensure timely response.
* Maintains Outlook calendar(s) in current and accurate status.
* Provide general administrative and clerical support including mailing, faxing etc.
* Preparing the things needed on every project we organize.
* Coordinate and maintains all the records for staff office space, phones, and office keys.
* Managing budgets and resources, including the reimbursement of expenses.
* Documenting volunteer database and records.

## Intercat Group – **Secretary** **April 2013–April 2015**

Abu Dhabi, UAE

* Responsible for answering their email queries, creating and maintaining filing systems, keeping diaries, arranging meetings and appointments.
* Filing, photocopying, scanning and faxing documents.
* Handling confidential information in line with the firms data security protocols.
* Handled requisitioning of supplies and inventory adhering to a limited budget.
* Sorting and distributing incoming documents and organizing / sending outgoing documents.
* Organizing and storing paperwork, documents and computer-based information.
* Printing various documents like menus and other hygiene papers, sometimes on behalf of other colleagues.
* Established the administrative work procedures for tracking staff’s daily tasks.
* Preparing menus to be sent to the Hotel Managers.
* Responding to complaints regarding food shortage and other issues in the hotels.

## Tejero Maternity and Medical Clinic – **Secretary/Midwife** **December 2012 – March 2013**

Philippines

* Interview patients in order to complete all documents, case histories and forms such as intake and insurance forms.
* Compile and record medical charts, reports and correspondence using computer.
* Answers telephones and direct calls to appropriate staff.
* Advising about and supporting patients in daily care of their newborn babies.
* Monitoring and administering, education, injections and intravenous infusions during labor.
* Caring for and assisting women in labor.
* Monitor medical supplies and initiates requisitions to replenish; submits to supervisor for approval.

## Mariestopes Group – **Secretary** **November 2012 – December 2012**

## Philippines

* Receives and screens telephone calls and visitors; refer/s to appropriate staff and/or answers questions, and provides general information regarding procedures.
* Receives and route messages and documents such as laboratory results, patient’s referrals etc.
* Perform various clerical and administrative functions, such as ordering, maintaining and inventory of supplies.
* Assist Physicians in preparation of reports and speeches.

# Education

Emilio Aguinaldo College 2008 – 2010

Bachelor of Science in Nursing - Graduate

Philippines

St. Joseph College

Midwifery – Graduate and Board Passer Licensed Midwife 2006 – 2008

Philippines

Saint Augustine School 1996 – 2002/2002–2006

Elementary & High School

Philippines

# Key Skills / Abilities

* Excellent Organizational and time management skills.
* Ability to work as part of the team.
* Ability to work under pressure and meet deadlines.
* Good spoken and written communication skills.
* Adaptability and flexibility. Willingness to adjust hours to accommodate the needs of the job.
* Typing skills and competence with using common office systems and software.
* Receiving telephone calls, direct and where necessary.
* Undertake research and produce documents for meetings.
* Ability to accurately maintained computerized and manual filing/Documentation system.
* Performs various clerical and administrative functions such as ordering, maintaining and inventory of supplies.
* Proficient knowledge in MS Office such as Word, Excel, Powerpoint, Outlook.
* Can Speak, read and write English and Tagalog (Filipino).

# Achievements

* “Wanna Read?” Employee of the month of May 2016.
* Being part of the success of 6 (six) “Wanna Read” Rooms for children in Hospital around UAE.
* Intercat Employee of the Year 2013 for excellent work ethics, hardwork and behavior. - Abu Dhabi, UAE.
* Board passer in Midwifery Licensure exam. – Philippines.