**PERSONAL DETAILS**

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| **Nationality** | **:** | **Filipino** |
| **Date of Birth** | **:** | **September 26, 1984** |
| **Place of Birth** | **:** | **Philippines** |
| **Gender** | **:** | **Male** |
| **Religion** | **:** | **Christian** |
| **Height** | **:** | **165 cm.** |
| **Weight** | **:** | **62 kg.** |
| **Language** | **:** | **English, Basic Arabic** |

**BASICS QUALIFICATION**

**data entry and database management scheduling, organizing and planning**

**front office reception and switchboard general accounting and administration proficiency in a wide range of computer**

**applications**

**keen attention to detail ensuring the accurate completion of multiple tasks by strict deadlines**

**initiative and resourcefulness resulting in the effective streamlining of processes and systems to improve efficiency**

**EDUCATION BACKROUND**

**ELEMENTARY GRADUATE CGMES LAGUNA PHILS.**

**HIGH SCHOOL GRADUATE**

**RSA ACADEMY LAGUNA PHILS.**

**UNIVERSITY GRADUATE**

**FAR EASTERN UNIVERSITY PHILS.**

**TE CHNICAL SKILLS**

**data entry and management typing skills**

**knowledge of basic accounting principles and procedures**

**MS Word MS Excel**

**MS PowerPoint MS Outlook**

**DRIVING LICENSE**

**LTO SAN PABLO CITY (PHILIPPINES)**

**TRAINING ATTENDING**

**NATIONAL CERTIFICATE BARTENDING (NCII TESDA)**



**PROFESSIONAL BACKROUND**

**Dubai UAE. (ARABIC PERFUME) ADMIN assistant / OFFICE assistant (AREEJ AL AMEERAT) JULY 6, 2015 up to present.**

**MAX’S RESTAURANT PHILS. WAITER/ SERVICE SCREW 2012-2014**

**MUNDING AUTO SUPPLY & REPAIR SHOP PHILS. SALES EXECUTIVE / MECHANIC**

**2004-2011**

**GENERAL JOB DESCRIPTION**

**answer phones and transfer to the appropriate staff member take and distribute accurate messages**

**greet public and clients and direct them to the correct staff member**

**coordinate messenger and courier service receive, sort and distribute incoming mail**

**monitor incoming emails and answer or forward as required prepare outgoing mail for distribution**

**fax, scan and copy documents**

**maintain office filing and storage systems**

**update and maintain databases such as mailing lists, contact lists and client information**

**retrieve information when requested**

**update and maintain internal staff contact lists**

**co-ordinate and maintain staff administrative records such as staff parking, staff phones and company credit cards**

**type documents, reports and correspondence organize travel arrangements for staff**

**co-ordinate and organize appointments and meetings assist with event planning and implementation**

**monitor and maintain office supplies**

**ensure office equipment is properly maintained and serviced**

**perform work related errands as requested such as going to the post office and bank**

**keep office area clean and tidy**