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| C:\Users\RC 520\Desktop\pix\Gemma.jpg | **GEMMA**  [**GEMMA.335947@2freemail.com**](mailto:GEMMA.335947@2freemail.com)  **Receptionist |Administrative Assistant |Secretary** | |
| Nationality: Filipino  Language Skills: English and Tagalog  Address: Al Nahda, Sharjah, UAE  Visa Status: Visit visa valid until 03 2017  **EDUCATION**  Bachelor of Science in Agribusiness from Bicol University in 1999 | | Has a flexible personality, punctual, dependable and dedicated. A hard worker who is eager to learn, accepts directions easily and willing to invest time and effort to complete a certain responsibility. Has good moral and ethical standards and has good credentials from previous employers. Proficient in MS applications such as MS Word, Excel, Outlook and Power Point.  **WORK EXPERIENCE**  January 6, 2016 - December 31, 2016 with Saudi Aramco Housing Office, Dhahran Saudi Arabia as Administrative Clerk /Secretary   * Responsible for typing, routing, photocopying, collating and filing correspondences and section reports. * Assisting customers with their queries regarding Saudi Aramco housing concerns. * Answering, screening phone calls & emails of Saudi Aramco housing occupants when needed. * Update appointment calendars, schedule and book meetings and appointments. * Processing visitors’ visa and ID request of Saudi Aramco employees who are living in the company camps. * Requests any divisions Corporate Announcement through CRM.   November 30, 2011 - January 5, 2016 with Saudi Aramco Mail Center, Dhahran Saudi Arabia as Receptionist   * Responsible for dispatching mails, packages. * Receiving and responding employees’ mailbox request through CRM. * Responsible for assigning mail boxes to Saudi Aramco new hire employees. * Labeling assigned boxes with accurate information. * Assisting customers with their queries regarding mails & packages. * Sorting mails & packages.   March 2, 2008 - July 15, 2008 with The Lime Tree Café, LLC, Dubai UAE, as Catering & Retail Administrative Assistant   * Handled incoming calls & action as necessary in a professional & clear manner. * Processed catering orders via online, phone and walk in. * Assist with typing office correspondence & official documentation for the department. * Assist in procuring new items & product samples as & when advised. * Responsible for administrative tasks such as Counter Labels, Table Talkers, department forms & documentation.   July 2, 2005 - September 20, 2007 with Ewan Hotel, Sharjah UAE, as Outlet Cashier   * In charged of outlet POS and reports. * Took orders from guests and see to it that it will be served on time. * Assisted guests’ from using/browsing internet and attending their queries. * Maintained cleanliness and orderliness of the outlet assigned in.   January 22, 2002 - January 17, 2004 with ZyXEL Communications Corporation, Taiwan ROC as Vision Inspector/Machine Operator   * Inspected semi-finish Printed Circuit Board (PCB) of modems, routers, internet and other intranet devices. * Maintained at least 99% quality and quantity of each work orders assigned to me. * Operated machines such as Loader, Printer, XP, CP, QP and Aireflow. * Make reports of all the work orders finished.   November 09, 2000 - November 06, 2001 with Content Online Services, Albay Philippines as Quality Assurance Auditor   * Edited/audited books, legal documents to be transmitted to clients from different parts of the world. (Used for data processing). * Proofread the contents of the books as requested by the clients. * Maintained the quota given by the superiors and succeed their expectations with at least 99% good quality and quantity.   May 03, 1999 – January 31, 2000 with BUCAF, Albay Philippines as Office/Accounting Clerk   * Collated the requisition and issue slip for carding to the Supply Ledger cards. * Reviewed the reports submitted by the Cashier for submission to the Office of the Resident Auditor. * Collated data from the Farm Manager regarding the BUCAF Revolving Funds. * Maintained and organized up-to-date files, documents, correspondence and data encoding. * Handled telephone calls and inquiries. | |