|  |  |
| --- | --- |
| C:\Users\RC 520\Desktop\pix\Gemma.jpg | **GEMMA****GEMMA.335947@2freemail.com****Receptionist |Administrative Assistant |Secretary** |
| Nationality: FilipinoLanguage Skills: English and TagalogAddress: Al Nahda, Sharjah, UAEVisa 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.
 |