

Contact HR Consultant for CV No: 336135

E-mail: response@gulfjobseekers.com

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***OBJECTIVES:***

A highly competent, motivated and enthusiastic administrative office assistant/secretary with experience of working as part of a team in a busy office environment. Well organized and proactive in providing timely, efficient and accurate administrative support to office managers and work colleagues. Approachable, well presented and able to establish good working relationships with a range of different people. Possessing a proven ability to generate innovative ideas and solutions to problems.

Currently looking for a suitable position with a reputable and ambitious company.

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***WORK EXPERIENCES***

* Company : **Prolight LLC**

 Address : Abu Dhabi UAE

 Position : Receptionist cum Secretary

 Joining Dates : Mar 2015 – up to present (finishing contract)

Working as part of a team and supporting the office manager. Responsible for the day-to-day tasks and administrative duties of the office including covering the reception area.

**Duties:**

* Meeting and greeting clients and visitors to the office
* Typing documents and distributing memos.
* Handling incoming / outgoing calls, correspondence and filing.
* Faxing, printing, photocopying, filing and scanning.
* Monitoring inventory, office stock and ordering office supplies as necessary.
* Responsible for purchase orders.
* Raising of purchase orders and invoice tracking.
* Preparing of quotations, catalogues and data sheets
* Company : **Marios Traveling Agency**

 Address : Eggomi Nicosia, Cyprus

 Position : Administrative Office Assistant

 Joining Dates : January 2011- January 2015

Working as part of a team and supporting the office manager. Responsible for the day-to-day tasks and administrative duties of the office including covering the reception area.

**Duties:**

* Supervising the work of office juniors and assigning work for them.
* Faxing, printing, photocopying, filing and scanning.
* Organizing business travel, itineraries, and accommodation for managers.
* Monitoring inventory, office stock and ordering supplies as necessary.
* Updating & maintain the holiday, absence and training records of staff.
* Responsible for purchase orders / Raising of purchase orders and invoice tracking.
* Creating and modifying documents using Microsoft Office.
* Setting up and coordinating meetings and conferences.
* Company : **Municipality of Victoria**

Address : Victoria, Oriental Mindoro

Position : Administrative Aide I (office-detailed)

Joining Dates : October 2005 to Dec 30, 2010

Responsible for providing secretarial and administrative support to all parts of the business. Other tasks include covering the reception area at lunchtime and during holiday periods, meeting and greeting visitors, answering their queries and dealing with deliveries.

**Duties:**

* Screening calls and taking messages.
* Creating invoices, filing receipts and dealing with all financial documentation.
* Answering and dealing with incoming and outgoing telephone calls.
* General ad-hoc duties such as ordering stationary, making tea, and tidying the office area
* Preparing correspondence and documents from digital dictation.
* Handling confidential information in line with the firms’ data security protocols.

**Administrative skills**

* Strong organizational, administrative and analytical skills.
* Ability to maintain confidentiality.
* Excellent working knowledge of all Microsoft Office packages.
* Ability to produce consistently accurate work even whilst under pressure.
* Ability to multi task and manage conflicting demands.
* Ability to type at least 60+ wpm

**Secretarial skills**

* Superb organizational and time management skills.
* Very high standard of English, grammar, punctuation and spelling.
* Trustworthy and able to work in highly confidential environments.
* Articulate with excellent communication and interpersonal skills.
* Ability to accurately maintain computerized and manual filing/documentation systems

***EDUCATIONAL ATTAINMENT***

University : Centro Escolar University (Mendiola Manila, Philippines)

 : Course: Bachelor of Science in Social Work

 : 1999-2003