**Nova**

**Nova.336238@2freemail.com**

CAREER OBJECTIVES:

* To succeed in an environment of growth and excellence and earn a job which provides me satisfaction and self-development and help me achieve personal as well as organizational goals.

SUMMARY OF QUALIFICATIONS:

* Polite, respectful and act in a courteous manner.
* Work cooperatively in a wide range of personalities.
* Excellent verbal and communication skills.
* Possess excellent communication and inter-personal skills.
* Versatile and multi tasked person. Skilled in handling the public with diplomacy and professionalism

SUMMARY SKILLS:

Computer Skills:

* Microsoft Word, Excel, Access, Outlook and Power point ; Internet & Email
* Good knowledge of office equipments: Computer, printer, scanner & photocopier
* Ability to learn new software applications.

Personal Skills:

* Communication and Interpersonal skills: Good English speaking and writing skills
* Organizational skills: Able to prioritize, emotionally matured, very professional.
* Detailed Oriented: Meticulousness in keeping records and reports.
* Good problem solving skills, multitasking skills, flexible, hard worker and energetic.
* Always maintain a gracious and professional manner when communication with people including client and co-workers.
* Enjoy Working in public.

EMPLOYMENT HISTORY:

**Receptionist cum Secretary**

**(January 2013 up to present)**

**SKY MUSANDAM TOURISM**

-Umm Ramool Road Rashidiya, DUBAI, U.A.E.

* Welcomes visitor by greetings them, in person or on the telephone; answering or referring inquires.
* Directs visitors by maintaining employee and department directories
* maintains safe and clean reception area by complying with procedures, rules and regulations.
* Contributes to team effort by accomplishing related results as needed.
* Arranging appointments and book a hotel and plane ticket for my superior.

EDCATIONAL BACKGROUND:

(June 2008 - April 2012) **Bachelor Degree: Bachelor of Science and Information Technology**

 *STI College Tanauan Branch, Philippines*

(June 2002- 2004) **Undergraduate: Bachelor of Science in Industrial and Organizational Psychology**

 *Polytechnic University of the Philippines, STE*

(June 1998 - March 2002) **Secondary Graduate: St. Thomas Academy**

 *Sto. Tomas, Batangas, Philippines*

PERSONAL INFORMATION

Nationality: Filipino

Birth Date: November 11, 1985

Status: Single

Dialect: English

 I hereby attest that the information indicated in this document is true and correct to the best of my knowledge.