**Maria**

**Maria.336292@2freemail.com**

**CAREER OBJECTIVE**

To secure role of a **Receptionist/Data Encoder** in a team oriented organization. In which my knowledge and experience be of value to the Company.

**HIGHLIGHTS OF QUALIFICATION**

* Experience in construction site in terms of document control.
* Ability to evaluate, prioritize, organize and delegate work schedules. Pleasant personality, courteous manner, smart and good presentation
* Excellent communication and interpersonal skills
* Dedication and willingness to learn new things and believe in my capabilities in doing a job
* Excellent administrative and organizational skills with wide experience in coordinating with clients to resolve issues.
* Work under pressure and complete high-level workloads within strict deadlines
* Ability to handle several initiatives at one time relevant training or qualification
* knowledge and experience of relevant software applications - spreadsheets, word processing, and database management
* Proven experience of producing correspondence and documents
* Proven experience in information and communication management

**WORK EXPERIENCE**

**ARDI Development & Construction, Inc.**

**February 2013 – July 2016**

**Front Desk Receptionist / Document Controller**

**Job Responsibilities :**

* + Prepare and manage correspondence, reports and documents
	+ Organize and coordinate meetings, conferences
	+ Take, type and distribute minutes of meetings
	+ Implement and maintain office systems
	+ Maintain schedules and calendars, arrange and confirm appointments
	+ Organize internal and external events
	+ Handle incoming mail and other material
	+ Set up and maintain filing systems
	+ Set up work procedures
	+ Collate information and maintain databases
	+ Communicate verbally and in writing to answer inquiries and provide information
	+ Liaison with internal and external contacts
	+ Coordinate the flow of information both internally and externally
	+ Operate office equipment

**Mega East Properties Inc.**

**June 2008 – December 2012**

**Secretary**

**Job Responsibilities :**

* + Reporting directly to the General Manager
	+ Responsible for daily diary and appointment of the GM
	+ Receiving and replying company e-mails in daily basis
	+ Administer email regarding request or clarifications on behalf of GM obtaining approval from the GM where necessary and respond
	+ Composing, editing and proofreading reports, internal memo, and correspondence
	+ Screening all telephone calls, walk-in enquiries, attending the incoming/outgoing courier delivery. Coordinate distribution of documents to and from the GM’s office
	+ Ensure strict confidentiality of all documents/reports in accordance with office and company ethics
	+ Perform any other duty as assigned by the GM from time to time and protects operation by keeping information confidential
	+ Maintaining accurate records and filing of reports, correspondence, statistics and related material for ease of retrieval
	+ Up-dating contact list of staff, clients, and supplier contact details
	+ Assisting other managers in typing, printing, photocopy and scanning documents
	+ Organizing Conference Room and offer refreshments
	+ Maintaining office orderly and controlling/ordering office stationeries and pantry items

**EDUCATIONAL ATTAINMENT**

**Graduate BS in Computer Science**

**Polytechnic University of thr Philippines**

June, 2004 – March, 2008

**PERSONAL INFORMATION:**

Age **:**  28

Gender **:** Female

Status **:** Single