**Maria**

[**Maria.336292@2freemail.com**](mailto: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