

Contact HR Consultant for CV No: 336849

E-mail: response@gulfjobseekers.com

Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>

**OBJECTIVE:**

**Visa Status: Visit/Tourist**

-To obtain a position as a admin assistant to a people-oriented organization in a challenging environment.

-To achieve corporate goals, maximize my secretarial skills and additional work experience.

**Position Applied:** Sales Associates

**Education**

Manuel S.Enverga University Foundation June – September 2009

Bachelor of Tourism Management

Undergraduate -1st SEM only

Power Skills Technical School May- December, 2016

Computer Literacy Calamba Laguna,

 Philippines

Quezon National High School June 1999 - March 2005

 Iyam Lucena City

 Philippines

**WORK EXPERIENCE**

**Katolec Philippines Corporation**  May 10 2012 – Jan 31 2013

Techno park Biñan Laguna Philippines

**Position: Admin Assistant**

**Job Description**

* Answer phones promptly and uses good judgment to prioritize the distribution of messages in a timely manner.
* Performs general clerical duties to include but not limited to: photocopying, faxing, mail distribution and filing.
* Plan meetings and taking details
* Writing and distributing email correspondence ,memos, letters and forms
* Maintaining contact lists
* Providing general support to visitors , clients and managers
* Prepares meeting materials and assists with the development of PowerPoint presentations.

**ICHIOMIYA ELECTRONICS CORPORATION E*ast* Avenue Extension**

**SEPZ Laguna Philippines**

**June16- November 10**

**2011**

**Position Receptionist**

**Job Description**

* Answering and directing phone calls
* Organizing meetings and conferences
* Writing and distributing email correspondence ,memos, letters and forms
* Maintaining contact lists
* Providing general support to visitors, clients and managers
* Preparing correspondence and reports, and maintaining data, records of files.
* Taking minutes at meetings.
* Developing presentations for meetings.
* Organizing work –assignments for office staff and monitoring the production output.

**Personal Information**

* Age 30 Yrs. Old
* Date Of Birth March 18 1986
* Place Of Birth Lucena City, Quezon Philippines
* Nationality Filipino
* Civil Status Married
* Height 5’1’’
* Weight 154 Lbs.
* Language Spoken English

**Reference: Available upon request**