

**LEAH**

**LEAH.337264@2freemail.com**

**Career Objective** **:**

A motivated administrative professional seeking a position in a challenging environment, with over 10 years experience, successfully providing administrative and secretarial support to the operational department. Proficient in a range of computer applications, well-developed communication and customer service skills. Proven ability to efficiently plan and manage multiple assignments to meet tight deadlines, and a proactive problem-solver who gets the job done.

**Attributes :**

* Exemplifies leadership skills, innovation and initiative in various fields
* Fluent and articulate in speaking the English language
* Exceptional communication skills
* Courteous, patient, friendly and professional with regards to work
* Costumer service orientation
* Teamwork

**Employment Record**

**EXPRESSIONS OF DANCE AND DRAMA (Dance Company)**

ADIB Building Ladies Branch, Mezzanine floor, Office #8-A

Khalidiya St. beside Shining Tower

Abu Dhabi, UAE

**ADMINISTRATIVE ASSISTANT** – August 2013 – January 12, 2017

Job Description/Responsibilities

* Check all incoming emails and respond accordingly in a timely manner.
* Assisting dance teacher/s, parents, and students concern regarding the classes
* General clerical duties including photocopying, fax and mailing
* To carry out room checks and help complete the room audit for the classes
* To input into the duty report for the team after each duty
* To organize class register, and needed materials for teachers at the beginning and end of each class.
* Reporting cash sales on daily basis.
* Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.
* Provides information by answering questions and requests of clients.
* Maintains supplies inventory by checking stock to determine inventory level; anticipating needed stocks; placing and expediting orders for stocks; verifying receipt of stocks.
* Contributes to team effort by accomplishing related results as needed.
* Other administrative works

**AL JABER COIN, LLC**

8TH Floor, Jotun Bldg., Mazyad Mall, Musaffah

Abu Dhabi, UAE

**Lady Security Officer for Zayed University, Khalifa A**

August 15, 2011 - July 3, 2013

**Assigned in Reception for Students**

Job Description/Responsibilities

* Smooth implementation of access control of the students and visitors
* Coordinate with the Office of Enrollment Service staff for any instructions re class schedule of students
* Enforce rules and regulations of ZU/JBI Management
* Log/reporting of all relevant information and incidents
* Maintaining orderliness in the workplace

**DAVAO SECURITY & INVESTIGATION AGENCY , DASIA**

Escandor Bldg., Cor Suazo-Damaso St., Davao City,Philippines

**Administrative Assistant for Globe** **Telecom**

March 2003 – September 2010

Job Description/Responsibilities

* Process access pass approval for site entry of the contractors
* Monitoring of report from security guards on site e.g Discrepancy and Fuel Monitoring
* Process cash advance for my Immediate Superior
* Process liquidation of expenses of my Immediate Superior
* Process request for office supplies
* Checking of security guards’ daily time record
* Monitors deployment of security guards on site and during special events
* Process letter to the security provider e.g Letter for posting, and other requests from the client
* Filing of documents
* Other administrative works

**CASA LETECIA BUSINESS HOTEL -** Jose Camus St., Davao City, Philippines

**Front Desk Officer**

April 2002 – March 2003

Job Description/Responsibilities

* Manage operation of the Front desk including Cashier. Ensure that policies and procedures are complied with the highest standard of service and guest satisfaction.
* Review room availability status, room blockage and special requests on a daily basis through working closely with Reservations Manager and liase on all groups and FIT movements.
* Monitor open and close on day status to maximize room revenue and demonstrate the concept of yield management.
* Ensure that budget and cost effectiveness at the Front Desk are achieved.
* Work with Housekeeping and Engineering on daily operations regards to guestroom status.
* Handle guest complaints and review compliments.
* Review Front Desk Logbook daily to monitor all activities.
* Review all VIP room blocking.
* Supervise and train all Front Desk staff to ensure that the best guest experience is provided.
* Familiarize with Front Office policies and procedures and special rate & programs.
* Participate morning briefing, or organize afternoon hand-over briefing daily and disseminate information to Reception team as soon as possible.
* Greet guests as time permits at lobby and assists Receptionist during busy period

**Southern Philippines Medical Center -** Bajada, Davao City Philippines

**Medical Technology Intern**

June 2001 - March 2002

Job Description/Responsibilities

* Performs a variety of determinations on different bodily fluids such as pregnancy tests, urinalysis, and complete blood counts; confirms and verifies test results and report findings to the staff before being forwarded to the clinicians.
* Maintains a log of supplies to be used in the laboratory and keeps area stocked in supplies.
* Other related works instructed by Medical Technologist staff

**Education**

### College (March 2002): **Bachelor of Science in Medical Technology**

**Mindanao Medical Foundation College**

R.Castillo St. Agdao, Davao City, Philippines

High School : **Davao City National High School**

(March 1997) Davao City, Philippines

Elementary : **Paaralang Kaunlaran ng Nayong DDF**

DDF Village, Mandug Davao City, Philippines

**Skills and Strength**

**TECHNICAL SKILLS**

* Computer literate and competent in Microsoft Office applications (MS Word, MS Excel, MS Power point)
* Excellent analytical skills and a team player
* Self-motivated and result-oriented

**EXCELLENT CUSTOMER SERVICE SKILLS**

* Provides better service of better value to customers and internal partners by ensuring that their expectations are not only met, but exceeded.

**EXCELLENT TEAMWORK SKILLS**

* Cooperative team player who contributes towards a common goal, values diversity and treats the team with dignity and respect.

**Personal Information**

Age : 36 years old

Height : 5’4”

Date of Birth : November 14, 1980

Nationality : Filipino

Marital Stat : Married

Visa : Cancelled Visa

Notice period : can join immediately