

Contact HR Consultant for CV No: 338484

E-mail: [response@gulfjobseekers.com](mailto:response@gulfjobseekers.com)

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

**DATA ENTRY/RECEPTIONISTS/OFFICE ADMINISTRATOR/COORDINATOR**

**Objective:**

**"To be a part of a challenging team which strives for the better growth of the organization and which explores my potential and provides me with the opportunity to enhance my talent with an intention to be an asset to the company**."

**Highlights of Qualifications:**

* **Proficient in Microsoft Excel, Microsoft Word, Microsoft Powerpoint, Microsoft Outlook, Internet E-mail.**
* **Certificate of Achievement - Computer-Aided Drafting (2D/3D)**
* **Certificate of Achievement – 3D Animation, Modeling and Imaging**

**(3D Studio Max)**

**>Highly motivated with strong desire to excel with passion of continuous learning and personal growth.**

**>Can work under pressure independently.**

**>Can do multi-tasking jobs >**

**>Excellent typing skill**

**WORK EXPERIENCE:**

1. **January 8, 2014 to Present**

**Mr. Fix Maintenance and Services- Dubai**

**Receptionists/Office Administrator**

**Job Description:**

* Entertain Clients and office guests.
* Receive and answer phone calls, send and receive emails, send faxes and courier packages and also filing.
* Doing data entry tasks, prepare reports and enter information into computer.
* Responsible for scheduling and fixing appointments of maintenance jobs.
* Preparation of maintenance contracts.
* Preparation of invoices and collections.
* Making sure that all the office tasks are well managed and are running smoothly.

2. **January 10, 2013 to November 15, 2013**

**ALSONS GROUP OF CONTRACTING COMPANY (Philippines)**

**Junior Draftsman**

**Job Description:** **Assists in preparing as built plan drawings in accordance to the requirements of the client. Coordinates with architects and engineers to ensure that drawings are prepared and updated as to the requirement will it be in two or in three dimensional drawings. Assists in other technical jobs.**

**3. January 16,2012 to November 30, 2012**

**BED SPACE MEDIA (Philippines)**

**Data Entry**

**Job Description:** **Enters information to specific files or forms from recorded material. Input numbers and other data such as customer information into computers. Edits existing information on computers. Verifies, corrects, deletes unnecessary data before entering into a file. Keeps records of tasks, files and proofread reports**.

**EDUCATION**

**\* St. Dominic Savio Business & Technical College**

>Computer-Aided Drafting (2D/3D)

>3D Animation, Modeling and Imaging (3D Studio Max)

\***Ateneo de Davao University**

> Two years in Bachelor of Science in Management Accounting

> One year in Bachelor of Information Technology