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 **REGINA**

**REGINA.338553@2freemail.com**

**Objective:**

To be a part of your prestigious company that sustains and imparts employee’s personal and career growth.

**Working Experience**

**Green Petrochem Industry FZC**

 Position: Receptionist/HR Assistant/Secretary

 March 21, 2015 up to present

**Duties and Responsibilities:**

* Welcomes visitors by greeting them, in person or on the telephone;
* Serving visitors by greeting, welcoming, directing and announcing them appropriately
* Directs visitors by maintaining employee and department directories;
* Giving instructions and procedures to some subordinates
* Maintains security by following procedures; monitoring logbook; issuing visitor badges.
* Answering, screening and forwarding any incoming phone calls while providing basic information when needed
* Receiving and sorting daily mail/deliveries/couriers
* Update appointment calendars and schedule meetings/appointments
* Perform other clerical receptionist duties such as filing, photocopying, collating, faxing etc.
* Assisting the HR Coordinator for filing all employees documents and making all letters, notices, NOC, employment certicate.
* Monitoring the Attendance Sheet for payroll and the Leave status files of employees

 ***Emirates Fast food Co. LlC.***

 Position: Service Crew

 Sept. 17, 2012- Oct. 7, 2014

**Duties and Resposibilities**:

* Responsible for providing courteous and efficient food and beverage services to the guests.
* To present menu, take order, suggest and recommend appropriately.
* To attend and respond to guests’ needs promptly and professionally.
* To present bills to diners, collect payment and give to the cashier, return change orcredit card to diners.
* To perform cleaning duties including sweeping, mopping, cleaning glasses, laying of tables and up-keeping of rest room etc.
* Any other appropriate duties and responsibilities as assigned.

***Global Specialty Resource, Inc.***

 Position: Marketing Assistant

 January 17, 2011- August 17, 2012

**Duties and Responsibilities:**

* Perform basic Accounting and bookkeeping.
* Validating and fulfilling request for information and marketing, tracking mails and requests.
* Communicate with other employees of the company regarding the marketing plan.
* Preparing for the delivery for a day.
* Preparing for monthly Sales Report and Aging Report.
* Complete and mail bills, contracts, policies, invoices, or checks.
* Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer.
* Other duties assigned from time to time.

***Verdantpoint Development Corporation***

 Position: Document Coordinator

 Nov. 25, 2009- April 15, 2010

**Duties and Responsibilities**

* Preparation and Releasing of Sales Confirmation Documents (SCD) for signing of buyers.
* Monitor MSVS approval of accounts for officially reserved.
* Prepare materials and assists on Pag-IBIG counseling conducted by Pag-Ibig officers
* Follow-up buyers on the submission of updated documents for first filing.
* Pull out the needed documents and prepare the loan filing dockets.
* Conduct phone calls for the accounts with Notice of Approval coming from Pag-IBIG for client’s signature.
* Monitoring of accounts ready for Title transfer.
* Qualify accounts ready for issuance of Notice to Construct.
* Pull out of client’s documents for Sales of Receivables
* Other duties assigned from time to time.

***Hausplus Ventures Inc.***

Position: Documentation Clerk

August 19, 2009-September 28, 2009

**Duties and Responsibilities:**

* Ensures all approved housing loan take out from Pag-IBIG Fund are properly documented, that all pertinent documents of the sale are turned over to the buyer
* Prepare correspondence to various clients and Pag-IBIG Fund issues concerning administration and documentation of sold assets.
* Entertain follow–ups (participants/buyers/brokers/agents) on status of documentation of sale.
* And all other functions assigned from time to time.

***Transman (Allied Banking Corporation)***

Position: Documentation Clerk

February 10, 2009-July 10, 2009

**Duties and Responsibilities**

* Ensures that all approved sale transactions concerning ROPA accounts are properly documented, that all pertinent documents of the sale are turned over to the buyer and that all expenses advanced by the Bank for the sold properties are reimbursed by the buyer before releasing all the documents.
* Prepare correspondence to various departments / branches regarding issues concerning administration and documentation of sold acquired assets.
* Entertain follow–ups (participants/buyers/brokers/agents) on status of documentation of sale.
* And all other functions assigned from time to time.

**Educational Attainment**

 College

2004-2008 **Polytechnic University of the Philippines**

 Bachelor of Science in Business Administration

 Major in Management

 Graduate of 4-year course

Secondary

2000-2004 Governor Andres Pascual College

 Graduate Of 4-year High school course

Elementary

1996-2000 Navotas Elementary School

1992-1996 Governor Andres Pascual College

**Qualifications and Skills**

* Computer Skills
* Knowledgeable in;
* Microsoft Office
* -Excel
* -PowerPoint
* -Word
* Encoding
* Qualifications:
* Hard-working
* Can work effectively under pressure and minimum supervision
* Willing to work on shifting schedule.
* Can handle Service – Oriented Jobs.
* Good analytical and problem solving skills.
* Cooperative, A good team Player, Fast Learner, Highly- Spirited and Serious in work.

**Personal Data**

 Age: 28

Date of Birth: February 14, 1988

Place of Birth: Navotas City

Sex: Female

Marital Status: Married

Religion: Roman Catholic

Citizenship: Filipino

Language or dialect spoken and written: Tagalog / English