

Contact HR Consultant for CV No: 338607

E-mail: response@gulfjobseekers.com

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

**Personal Background:**

**Birth date:** March 10,1996 **Age:** 20

**Civil Status:**  Single **Gender:** Female

**Objectives:**

* To obtain a position that will enable me to use my skills and ability and to contribute success in working career.
* To learn new things that will help me grow as an individual

**Qualifications:**

* Hardworking and energetic; flexible; adapt easily to change of environment and [work](http://www.sampleresumetemplates.com/nursing_resume_sample.html) schedule.
* Team leader with able to create a positive working environment.
* Personable with a positive attitude.

**Skills:**

* Ability to gather information, conducts research, analyze and evaluate data.
* Ability to coordinate work with others and work independently.
* Can speak Filipino and English
* Ability to listen and focus on some situation
* Knowledgeable in basic Ms Excel and word
* Basic Tally
* Can handle a multiple task with a minimum supervision

**Educational Attainment**

2012-2016 Far Eastern University- Manila

Bachelor of Science in Business Administration major in Marketing Management

**Experiences:**

**Philam Life, Cubao** (Receptionist/Secretary) November 10, 2015 – November 10, 2016

* Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
* Arrange conferences, meetings, and travel reservations for office personnel.
* Complete forms in accordance with company procedures.
* Compose, type, and distribute meeting notes, routine correspondence, and reports.
* Greet visitors and callers, handle their inquiries, and direct them to the appropriate persons according to their needs.
* Locate and attach appropriate files
* Maintain scheduling and event calendars.
* Make copies of correspondence and other printed material.
* Open, read, route, and distribute incoming mail and other material, and prepare answers to routine letters.
* Schedule and confirm appointments for clients, customers, or supervisors.
* Set up and maintain paper and electronic filing systems for records, correspondence, and other material.
* Collect and disburse funds from cash accounts, and keep records of collections and disbursements.
* Conduct searches to find needed information, using such sources as the Internet.
* Coordinate conferences and meetings.
* Establish work procedures and schedules, and keep track of the daily work of clerical staff.
* Learn to operate new office technologies as they are developed and implemented.
* Manage projects, and contribute to committee and team work.
* Operate electronic mail systems and coordinate the flow of information both internally and with other organizations.
* Order and dispense supplies.
* Prepare and mail checks.
* Operate office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, database management, and other applications.

*Character Reference is available upon request.*

*I hereby certify that the above information are true and correct to the best of my knowledge and belief.*