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***JESUSA***

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**HIGHLIGHTS:**

* 5 years total **UAE** work experience.
* Expert project correspondence.
* Database system maintenance.
* Knowledgeable in document control procedure
* Ability to prepare various kind of reports.
* Experience with system documentation.
* Committed to achieve company goals and customers-oriented
* High sense of commitment and responsibility.
* Astute in handling Secretarial functions

**PROFILE SUMMARY:**

Flexible, self-motivated, responsible, hard working person. Dedicated and committed to exceptional administrative support and performance excellence. Willing to discover and accept new ideas which can be put into practice. Highly motivated and service oriented professional offering with **6 years** over all work experiences within diversified industries. Experience within a diverse range of **administrative functions, HR Assistant, Secretary cum Receptionist, Document Controller, Purchase Officer, Class Adviser, Costumer Service & Sales Representative.**

**ACADEMIC QUALIFICATIONS:**

* SURIGAO EDUCATION CENTRE, PHILIPPINES

**BACHELOR OF EDUCATION GENERAL CURRICULUM** 2005-2010

* (PRC LICENSURE PASSER Certification 901759175) Professional Teacher 2011

**CAREER PROGRESSION- PHILIPPINES**

**CAREER PROGRESSION-UAE**

Company : **FASTLINK ACCURITE**

**TESTING LAB**

Position : Operations Manager

Secretary

Period : Dec., 2014 – up to date

Company : **GULFSHADOWS**

**COMPUTER SYSTEM**

Position : Receptionist cum

Secretary

Document Controller

Period : Feb., 2014–Dec., 2014

Company : **SHANGHAI MEDICAL**

**& CHINESE HERBS**

**CENTRE**

Position : Secretary cum

Receptionist/

Document Controller

Company : **ST. MARTIN**

**ACADEMY**

Position : Elem. Class Adviser

Period : May 2012 – Dec., 2012

Company : **HBC HOME OF**

**BEAUTY EXCLUSIBO**

Position : Skin Analysist /

Sales Representative

Period : May 2010- Dec., 2010

Company : **JOLLIBEE FASTFOOD**

Position : Counter Crew

Period : Aug., 2007 – Mar., 2008

Period : Feb., 2012- Feb., 2014

**CORE COMPETENCIES**

**ADMINISTRATIVE FUNCTIONS, RECEPTIONIST, SECRETARY PURCHASE OFFICER & DOCUMENT CONTROLLER:**

* Answers incoming calls, inquiries and address each concern appropriately.
* Obtain and evaluate all relevant information to handle inquiries and complaints.
* Follow-up on clients queries, and coordinate all concerned departments for fulfilling client’s requirement.
* Checking the company e-mails from time to time and promptly directing the rest to the concerned persons.
* Forwarding documents to related concerns.
* Maintain customer service levels according to company standards.
* Miscellaneous duties such as scanning, photocopying and transmitting of faxes.
* Prepare quotations based on client’s inquiries.
* Data entry and preparation of geotechnical reports.
* Responsible for checking and finalizing reports. Do the amendments of returned reports.
* Arrange meetings between the clients and company.
* Arrange business trip outside the country for sales managers, hotel bookings and air fly schedule.
* Taking care of the petty cash.
* Receiving cash, ATM card and cheque payments & Preparing payment vouchers and cheques.
* Accountable for depositing daily funds.
* Age receivables and follow up balance credit for patients.
* Responsible in preparing patients insurance documents and related inquires.
* Knowledgeable in using accounting system (PEACHTREE).
* Maintain and update a well organized filing system.
* Conduct training for the newly hired staffs.
* Reviewing subordinates reports like daily income report, daily appointments, and daily expenses.
* Perform other related tasks that are deemed necessary to the general objectives of the company.
* Keeping all back up reports.
* Other day to day works as advised by superiors.

**INTERMIDIATE CLASS ADVISER FUNCTIONS:**

* Planning & delivering well structured lessons which engage & motivate students.
* Planning and organizing visits, field studies and special activities connected with the teaching of the subject.
* Supporting the school in delivering the curriculum effectively.
* Organizing and supporting a range of extra-curricular activities.
* Achieving and maintain high standards of care and education.
* Planning, preparing and reviewing the school curriculum with other staff.
* Ensuring all Health & Safety policies are implemented and adhered to at all times.
* Familiar with a variety of approaches to teaching pupils.
* Having the ability to motivate and earn the respect of students.

**COSTUMER SERVICE AND SALES REPRESENTATIVE FUNCTIONS:**

* Generate sales leads
* Identify and assess costumer's needs to achieve satisfaction
* Build sustainable relationships of trust through open and interactive communication.
* Meet personal/team sales targets and call handling quotas.
* Sell specific products, merchandise and services to consumers.
* Checking inventory
* Collect methods of payment

**IT SKILLS :**

Proficient in MS Office Suite (Word, Excel, Power Point, Outlook, Access), Internet and Email Applications.

**PERSONAL PROFILE:**

Date of Birth : December 25, 1987

Sex : Female

Marital Status : Single

Nationality : Filipino

Languages : English & Tagalog

**Other references is available upon request**