Marie

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Work Experience

Apr 2008 – Apr 2013 **Al Rostamani Trading Company**

Dubai, UAE

**Receptionist cum Admin. Support**

**Responsibilities**

* Manage the office in an efficient and courteous manner ensuring that all visitors/calls, from internal and external customers, at all levels of an organization, are dealt with appropriately.
* Receiving of visitors and other VIP’s/meet and greet clients and visitors.
* Prepare and manage reports and documents.
* Set up and maintain filing systems.
* Making and sending quotations.
* Answer telephones using PABX and transfer to appropriate staff member.
* Sign for and distribute any courier packages.
* Perform and general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.
* Research, price, and purchase office supplies.
* Support staff in assigned project based work.
* Do the purchasing of needed items or necessary stationeries needed in the company
* Maintain an inventory of the office supplies and other office materials.
* Maintain a status log book of all the printing equipment’s.

**Additional Responsibilities**

**Cashier**

* Enters purchases into cash register to calculate total purchase price.
* Accepts cash, checks, or bankcards for payment; completes check and bankcard transactions according to established procedure.
* Counts money, gives change and issues receipt for funds received.
* Maintains sufficient amounts of change in cash drawer.
* Balances cash drawer and receipts; documents discrepancies.
* Trains new cashiers.
* Keeps register area neat and stocked with necessary supplies.

**Secretary to the General Manager**

* Monitors and follow ups with HR the Leave Applications Staff.
* Keeps the passport of Staff.
* Provide comprehensive and efficient secretarial services to the Department, relating to confidential subjects including preparing information for meetings, drafting correspondence and ensuring total accuracy of work.
* Managing Calendar, Appointments, and Scheduling meetings.
* Arranging Hotel Reservations, and Air tickets if required.
* Maintains the attendance sheet including their overtime for all the staff.

**Marketing Assistant**

* Website Inquiries – inquiries from the customer through our website; were sending them quotations.
* Follow up for pending deliveries from the suppliers.

Nov 2007 – Dec 2007 **Teletech Inc., Philippines**

**Customer Service Representative**

**Responsibilities**

* Inbound – answering incoming calls and assisting customers track their items that they had purchased online.

July 2006 – Feb 2007 **Silicon Valley Computer Center, Philippines**

**Telephone Operator/Receptionist**

**Responsibilities**

* PABX. Log telephone calls.
* Screening telephone calls and taking messages.
* Receive and assist visitors.
* Assist HR department staff during payroll week.
* Receive courier packages and send to the specific department/staff.

Apr 2005 – May 2006 **FMS Trng. Development Program (JUSMAG),Phils**

**Secretary**

**Responsibilities**

* Keeps the Program Manager informed of all required reports.
* Organize, maintain, and follow-up Program Manager’s correspondence, records, and files.
* Acts as a receptionist, screen telephone calls, letters, and/or visitors.
* Coordinate arrangements for meetings and conferences.
* Prepare regular reports by gathering and summarizing data.
* Assist with the responsibilities of other staff personnel.
* Responsible in filing and keeping track of the Standard Operating Procedures, forms, and other paper works.
* Do all accounting expenditures.
* Maintain an inventory of the office supplies and other office materials.
* Maintain a status log book of all the printing equipment.
* Responsible for the tracking of incoming and outgoing of documents.
* Ensure that the calendar board is updated daily.
* Outline monthly schedule on the calendar.

Aug 2003 – Jan 2004 **Union Bank, Phils. (ATM Personnel Assistance)**

**Telemarketer**

**Responsibilities**

* Selling credit cards.
* Documenting calls.

Education

June 1999 – Apr 2003 **University of the East** Manila, Philippines

**Bachelor of Science in Business Administration**

**Major in Management**

Language

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English **Fluent (read, write & speak)**