

JUBILEE

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***OBJECTIVE:***

Seeking a position in an Esteemed Organization which has growth Oriented career and gain extensive knowledge and deliver excellent result in my field.

***PROFILE:***

* Excellent interpersonal skills, strong planning and organization skills analytical and keen details.
* Quality oriented, adoptable and goal oriented
* Quick learner, optimistic, innovation, creative, flexible, reliable with sales and customer service experience.
* Can do multitasking and can meet deadline.
* Honest and trustworthy.
* Above average knowledge and skills on MS Office Word, Excel and Outlook.

***WORK EXPERIENCE:***

**SECRETARY**

**AL HUSNI TRADING L.L.C -ABU DHABI, U.A.E**

**APRIL 13, 2016 – UP TO PRESENT**

**DUTIES AND RESPONSIBILITIES**

* Answering calls and forwarding calls.
* Preparing quotation, local purchase order & online quotation.
* Keeping the files in order.
* Checking emails and reminding the manager in his/her appointment meetings.
* Follow safely procedures and company policies
* Provide assistance to customers for any enquiries.

**ASSISTANT SECRETARY**

**TANAH MERAH OLDER CENTER -SINGAPORE, SINGAPORE**

**JAN 30, 2013-MARCH 20, 2016**

**DUTIES AND RESPONSIBILITIES**

* Answering calls and forwarding calls.
* In-charge with all the in and out of the stocks.
* Keeping the files in order.
* Create and maintain a pleasant work environment
* Follow safely procedures and company policies
* Provide assistance to customers for any enquiries.
* Implement and support clients care plan

**RECEPTIONIST/ CUM CASHIER**

**MANAMA TOWER HOTEL -MANAMA, BAHRAIN**

**OCT 20, 2010-OCT 18, 2012**

**DUTIES AND RESPONSIBILITIES**

* Answering calls and forwarding calls.
* Meeting and greetings clients
* Keeping the reception area tidy
* Booking meetings and arranging couriers
* Follow safely procedures and company policies
* Provide assistance to customers for any enquiries.
* Identify and report unsafe operations to Supervisor immediately.
* Work under the guidance of supervisor to perform and complete the assigned duties in timely manner
* Keep reports of transactions.
* Provide assistance to clients check-in and check-out.

**CASHIER/CUM SALES ASSOCIATES**

**SANKARI INTERNATIONAL GROUP -MANAMA, BAHRAIN**

**NOV. 12, 2008- OCT. 18, 2010**

**DUTIES AND RESPONSIBILITIES**

* Answering phone calls and greet customers when entering and leaving establishment
* In-charge with the in and out of the stocks
* Keeping the cash area tidy.
* Handle cash and credit card transaction with customers
* Scan good items and collects payments.
* Issue receipt, refunds, change or vouchers.
* Redeem stamps and coupons
* Keep reports of transaction before closing time.

**WAITRESS/CUM CASHIER**

**AYA COFFEE SHOP-MANAMA, BAHRAIN**

**OCT 08, 2006- NOV 06, 2008**

**DUTIES AND RESPONSIBILITIES**

* Welcome and greet customers on arrival
* Take orders and inform customers of daily specials
* Maintaining hygiene and stock customer dining areas facilities
* Create and maintain a pleasant work environment
* Handle cash and credit card transaction with customers
* Deliver orders to the kitchen and ensure that it is correct and served orders to customers.
* Ensure well maintained table services
* Keep reports of transaction before closing time.

***EDUCATIONAL ATTAINMENT:***

***2003-2005*** BS Business Administration Management –ABE International Business College Philippines (Under Graduate)

***1999-2003***  Secondary –Coloscoaoyan National High School Philippines (Graduate)

***PERSONAL DETAILS:***

* Sex: Female
* Citizenship: Filipino
* Civil Status: Single
* Date of Birth: 02 May 1986
* Visa Status: Tourist Visa

I certify the above information is valid and correct as far as my knowledge is concern.