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Providing secretarial services such as minute taking, scheduling of meetings, business correspondences

Ensuring office procedures and systems operate efficiently. Handling requests for information and data (Employee Files/Company Files/Company Car Files

Logistics and HR Functions

Data Management & Analysis, Reports, Troubleshooting of customer issues, Preparation of Powerpoint Presentation, Research, Mentoring

Raising purchase orders and chasing outstanding accounts

Preparation of Quotations

Online Vendor Registrations

4 -year course

**ADMINISTRATIVE ASSISTANT /SECRETARY/PROJECT COORDINATOR**

**LAURICE**

**C/o-Mobile: +971 505891826**

**Email:** [**laurice.342153@2freemail.com**](mailto:laurice.342153@2freemail.com)

Broadcast Communication

\*Basic Arabic 2015, UAE

\*Currently Taking Up “Health and Safety” at Philippine

Center for Career Advancement, 2017, UAE

Office Administrator

**Golden Island for Property Investment LLC, UAE**

Benefits Administrator, HR

**GXS Philippines Inc. (Now Open Text), Philippines**

**Mar 2013 – Mar 2015**

**Dec 2005-Jan 2013**

**Work experience**

Al Asayel General Trading

**Office Administrator**

**Academic qualifications**

Polytechnic University of the Philippines

**Key skills**

**AREAS OF EXPERTISE **

 Office procedures  Data management

 Microsoft Application  Customer service

 Reception support  Diary management

 Minute taking  Filing / archiving

* Multi- tasking

**ADMINISTRATIVE ABILITIES**

 Maintaining an electronic and hard copy filing system.

 Providing training and orientation for new staff.

 Coordinating and arranging repairs to office equipment.

 Comprehensive knowledge of Microsoft Word, Outlook, Excel and Access.

 Scheduling meetings and preparing agendas for them.

 Effective organizational skills.

 Resolving administrative problems.

 Supervising other clerical staff.

 Conducting research on behalf of managers.

 Scheduling and delegating administrative tasks.

 Creating presentations and writing up reports.

 Ability to type at 60+ wpm.

**PERSONAL ABILITIES**

 Attention to detail.

 Punctual and reliable.

 Can work without supervision.

 Ability to cope and work under pressure.

 Good written and verbal communication skills.

 Able to work as part of a team.

 Having a patient outlook.

 Ability to multitask and manage conflicting demands.

 Ability to prioritize tasks.

**REFERENCES**

Available on request.

\*\*\*Comprehensive CV upon request

**CONTACT DETAILS**

Alan Cooper

Dayjob Ltd, 120 Vyse Stree Birmingham B18 6NF T: 0121 638 0026 - W: [www.dayjob.com](http://www.dayjob.com/)

BA

Responsible for providing an efficient and professional

administrative and clerical service to colleagues, managers and supervisors to facilitate the efficient operation of the office.

April 2015 – Present

**Career summary**

A highly resourceful, flexible, innovative, and enthusiastic individual who possesses a considerable amount of knowledge regarding administrative and office procedures. A quick learner who can absorb new ideas and is experienced in coordinating, planning and organizing a wide range of administrative activities. Well organized and an excellent team player with a proven ability to work proactively in a complex and busy office environment. Looking for a career advancement opportunity with a company that will allow skill development.