**JINGKY**

**C/o-**+971505891826

EMAIL ADDRESS: jingky.342874@2freemail.com

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**OBJECTIVES:**

TO obtain a position that will effectively utilize my skills and experience and the opportunity to work as a team.

**QUALIFICATIONS:**

* Manage and maintaining the atmosphere of exactness and efficiency and attention to detail
* Has zest for learning, high stress tolerance and willing to be trained
* Proven team player, flexible and fast learner
* Knowledgeable in computer application –MS WORD and EXCEL
* Ability to seek clarification or assistance when needed
* Willingness to get involved with the work of the larger team
* Able to use/create, and manage workable filing system

**WORK EXPERIENCE**

**Secretary cum Receptionist**

Chari Tourism LLC - Dubai

DUBAI UAE

DECEMBER 2013- JULY 2016

* Perform clerical and administrative function such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files and proving information to the caller
* Organizing travel arrangement
* Serve visitors by greeting, welcoming, directing and announcing them appropriately
* Answer, screen and forward any incoming phone calls while providing basic information when needed
* Receive and sort daily mails/deliveries/couriers
* Update appointment calendars and schedules meetings/ appointments
* Perform other clerical receptionist duties such as filing, photocopying, collating, faxing etc.
* Help out each person who approaches the front desk with a query
* Maintain the in and out time muster kept for the visitors.

**RECEPTIONIST**

HONDA CARS PAMPANGA INC. - Philippines

JANUARY 2012- FEB-2013

* Receiving all incoming phone calls and connect them to appropriate personnel
* Give a warm greeting to all people entering the office premises
* Help out each person who approaches the front desk with a query
* Maintain the in and out time muster kept for the visitors.
* Managing appointment calendars, scheduling business meetings and conferences, coordinating meeting arrangements, and arranging travel schedules and reservations
* Received and transfer important messages from clients and other important person.

**ADMISTRATIVE ASSISTANT**

C.G Garcia Real State Company - Philippines

MARCH 2010 JUNE 2012

* Maintains department schedule by maintaining calendars for department personnel; arranging meetings, conferences, teleconferences, and travel.
* Completes requests by greeting customers, in person or on the telephone; answering or referring inquiries.
* Prepares reports by collecting information.
* Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
* Keeps equipment operational by following manufacturer instructions and established procedures.
* Assist in the preparation regularly scheduled reports.
* Contributes to team effort by accomplishing related results as needed.
* Maintain contact list.
* Provide general supports to visitors.
* Submit and reconcile expense report.

**PERSONAL INFORMATION:**

DATE OF BIRTH : October 03, 1986

ADDRESS : Al Nahda, Sharjah UAE

CIVIL STATUS : Single

RELIGION : Christian

AGE : 30 yrs. Old

**EDUCATION:**

Tertiary : Guagua National Colleges

 Pampanga, Philippines

 Bachelor of Hotel and Restaurant Management

 2003 – 2007

Secondary : Natividad High School

 Pampanga, Philippines

 1999 – 2003

Primary : San Vicente Ebus Elementary School

 Pampanga, Philippines

 1993 – 1999