Dear Sir/Madam:

I am writing to express my strong interest in working at your company in any Administrative Position. I am highly capable and experienced administrative professional adept at managing day to day work flow activities, from providing administrative support to departmental managers to serving as point person and the voice of the Company.

I have previous administrative work experience and have over 14 years of experience working in an office environment. I have done it all – filing, faxing, copying, entering data, answering multiple phone lines and emails, doing accounting works, invoicing, etc. I am quite flexible in the work I do. I am able to take on multiple tasks fairly easily and am able to learn new skills quickly and effectively. I consider myself highly organized and capable of taking on the tasks listed in your ad. I think I would be great addition to your team and believe that I could learn a lot as well.

Thank you for taking time to review my attached resume. I hope you could give me a chance to prove my worth. Should you have any questions, please contact me through my at your earliest convenience. I look forward to hearing from you.

**LEOLA**

**LEOLA.343993@2freemail.com**

**Job Objective**To obtain an Administrative  positionwhere customer care, bookkeeping, secretarial and general office skills will be fully utilized to contribute to office’s efficiency and productivity.

**Summary of**

**Qualifications** More than 9 years of experience as an Executive Secretary

Effective verbal and written communication skills in English

Proven record of answering telephone, giving relevant information to callers and routing calls to appropriate individual

Highly skilled in greeting visitors, determining nature of business and directing to concerned person

In-depth knowledge of typing correspondences, reports and other documents

Well-versed in organizing calendar, making travel arrangements and scheduling appointments

Track record of managing front desk activities within a busy environment

Demonstrated ability to work efficiently in a fast paced environment during stressful hours

Thorough understanding of making copies of printed documents, and filing correspondences, reports and records, taking and compiling minutes of meetings

Recognized for maintaining confidentiality of sensitive information

Computer: Extremely proficient in Microsoft Office, Peach Tree applications

Communication: Able to work and converse efficiently with all levels of colleagues, clients and other external contacts

**Work Experiences**

**Executive Secretary**

Local Government Unit

Talisay City, Philippines

July 17, 2006 - June 30, 2016

Duties and Responsibilities:

* Sets appointment to the Mayor
* In charge of the Mayor’s daily schedule
* Sends out communications to all Departments in the City Hall and to other National Offices and Agencies from the City Mayor
* Disseminates instructions of the Mayor to all Departments concerned
* Receives and screens visitors in the Mayor’s Office
* Assists visitors and constituents on their concerns or purpose
* Receives incoming communications ( invitations, requests, complaints, solicitations )
* Answers telephone calls
* Receives documents ( disbursement vouchers, purchase request, purchase order, program of works) for signature of the Mayor
* Approves and Issues gasoline trip tickets to all vehicles of the City
* Arranges Flights and Accommodations of the Mayor during Travel
* Makes project proposal for various programs and activities of the City and implement the same
* In charge of the disbursing of the Petty Cash Fund of the Mayor’s Office
* Liquidates the said Petty Cash Fund for replenishment
* Coordinates with private sectors, non-government agencies, various organizations on their planned activities for the City
* Ensures that the office is organize and clean all the time

**Encoder & Accounting/Sales Clerk**

VerCon Marketing Inc.

Bacolod City, Philippines

April 1, 2001 – May 31, 2006

Duties and Responsibilities:

* Purchasing stocks from suppliers
* Receives stocks delivered by suppliers
* Does trucks inventory weekly and warehouse inventory monthly
* Receive orders from customers, at the same time invoice it for delivery
* Make necessary reports daily such as Sales Report, Inventory Report and Collection Report
* Produce reports or data needed by suppliers
* Does loading of trucks
* Reconcile truck shortages if there are any
* Does remittance daily
* Prepares deposit slip for cash and checks to be deposited daily
* Make necessary reports every cut-off which is usually every end of the month
* Promote and sells our product to walk in customers
* Answers customer’s questions and complaints about the product or service

**Skills**

Computer Software

* MS Office
* PeachTree

Bookkeeping

* Columnar
* Ledgers
* Cash Books
* Financial Statements

**Education**

**Colegio San Agustin-Bacolod**

Bacolod City, Philippines

Bachelor of Science in Commerce

Major in Management Accounting

June 1997 - March 2001

**Riverside College**

Bacolod City, Philippines

Bachelor of Science in Physical Therapy

June 1994 – October 1997

**Personal Data**

Date of Birth : March 10. 1977

Place of Birth : Silay City, Philippines

Civil Status : Single

Citizenship : Filipino

Age : 39

Gender : Female

**References**  Available Upon Request