****

**ROSELLE**

 **C/o-Mobile No.: +971503718643**

**Email Add.:** **rosellele.344519@2freemail.com**

**Work Experience:**

**2006 March- 2016 March (10 years)**

**Receptionist/ Telephone Operator /Administrative Assistant**

**AL AQILI FURNISHINS LLC**

* Maintains soft and hard copies in good file management system for easy and faster retrieval and ensure updating of records whenever needed.
* Safe keeps official records and execute administrative policies determined by or in conjunction with other officials.
* Monitor and ensure the office stock with sufficient and relevant stationeries and maintaining office supplies and related inventory.
* Manage the fax simile and photocopying office and the incumbent office assistants.
* Screen and sort all incoming documents, proposes actions required, provides interface with other functionaries and ensures updating and completion of required actions.
* Ensure that proper outgoing courier service is up to the standards of accounts department.
* Checking monthly bill of outgoing invoice and charged to the department concerned.
* Clients and visitors business cards scanning and directory updating.
* Passes on necessary information to callers.
* Assist HR with hiring procedures and related paperwork.

**Highlights of Qualifications:**

•**With almost 10 years** extensive experience and front desk customer service capacities

**•**Highly skilled in handling twelve incoming calls and routing them appropriate

**•**Excellent communication skills with top management as well as with other subordinates

**•**Computer- well versed in MS Office software (excel-word), outlook, email and internet

**Capabilities:**

•Cooperative and Competent

•Excellent Communication Skills

•Calm and Accepting disposition

•Fast Learner

•Follow Instructions

•Keen Listener

•Punctual and Dedicated

•Outspoken

•Work Under Pressure

**Educational background:**

Raja Soliman High School Secondary-Graduate

**Personal Information:**

Citizenship : Filipino Civil Status : Married Date of Birth : 25 August 1971 Religion : Christian Visa Status : Employment (**can join immediately**)

 C

 U

 R

 R

 I

 C

 U

 L

 U

 M

 V

 I

 T

 A

 E