**Maria**

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**PERSONAL INFOMATION**

**DATE OF BIRTH :** April 20, 1986

**PLACE OF BIRTH :** Paco, Manila, Philippines

**RELIGION :** Catholic

**CIVIL STATUS :** Single

**NATIONALITY :** Filipino

**LANGUAGE :** English/Tagalog/Japanese

**HEIGHT :** 5’5”

**WEIGHT :**  164 lbs.

**PROFILE**

To be associated with a well-established company where I can contribute to its growth and profitability & develop my skills and professionalism.

**EDUCATIONAL BACKGROUND**

* **S.Y 2007 – 2009**  St. Augustine School of Nursing Practical Nursing
* **S.Y 2000 – 2004** Liceo De CabuyaoSecondary Highschool
* **S.Y 1999 – 2000** San Agustinian School Primary School

**OTHER SKILLS**

* Proficient in using Microsoft Word, Excel, and PowerPoint
* Proficient in Windows 2000, XP, Vista, Windows 7 Applications
* Knowledgeable of Internet Access
* Good in Oral and Written English Communication Skills
* With typing skills 30-40wpm
* Health care provider (Nursing Skills)
* Clients Relation
* Office Administration
* Professional Correspondence
* Cost Containment
* Executive Support
* Process Improvement
* Travel Arrangement
* MS Office Application

**WORK EXPERIENCE**

**TAMAS PROJECTS, ABU DHABI, UAE** - (Receptionist/Administration and Accounts Assistant)

1st - August 8, 2010 –August 10, 2012

2nd - July 01, 2015 – Present

* Attend to visitors and deal with inquiries as well as by telephone.
* Supply information regarding the organization to the general public, clients and customers.
* Answer telephone, screen and direct calls.
* Take and relay messages.
* Provide information to callers.
* Greet persons entering organization and direct persons to correct destination.
* deal with queries from the public and customers,
* Ensures knowledge of staff movements in and out of organization, general administrative and clerical support.
* Prepare letters and documents, receive and sort mail and deliveries, schedule appointments.
* Maintain appointment diary either manually or electronically, organize meetings, tidy and maintain the reception area.
* Provides HR and Accounting support, receives and process all invoices, expense forms and request for payments, deal with daily transactions for the petty cash and ensure that reconciliation are completed on a weekly basis, ensure filing is done in a timely and accurate manner and ensure that all post is sent daily.

**AL SAYEGH WATCHES, ABU DHABI -** (Secretary / Sales Administrative)

June 9, 2013 – June 11, 2015

* Managing inventory
* Sales Customer Service
* Administrative Duties
* Provides both clerical and administrative support to professionals,

Either as part of a team or individually.

* Involved with the coordination and implementation of office procedures.

**NIKKOSHI, PHILIPPINES** - (Data Encoder & Product Inspector)

February 2009-August 2009

* They maintain logs of activities and completed tasks choose the materials required to complete work assignments, correct data entry errors and store documents in the correct locations. Secondary tasks that data encoders undertake include data entry, answering and routing phone calls, sending emails and distributing mail.
* Fast typing and data entry speed, as well as being highly detail oriented, accurate, and able to identify errors and good at verbal and written communication.
* Obtaining information, documenting or recording information, interacting with computers, analyzing data, and processing information, communicating with supervisors and co-workers and organizing work assignments.

**KAWAKAMI FAMILY RESTAURANT, JAPAN**- (Receptionist)

Under Kawakami Family (w/ Tourist/Family Visa)

Higashi Ogu, Tokyo Japan / Saitama Ken, Tokyo Japan 2007-2009

* Draw up client bookings for tables and ensure that tables are set before clients’ arrival
* Manage the front desk by receiving incoming calls, greeting and attending to customers
* Inform guests about the availability of tables and direct them to the tables
* Keep records of guests who visit the restaurant
* Assist customers with answers to queries, and proffer solutions to issues within your capacity
* Collaborate with other restaurant staff and the management to ensure that customer complaints are properly attended to in a timely manner
* Ensure that clients make payment for services before they exit the restaurant
* Keep clear records of payments received and make detailed notes of balance payments
* Check restaurant’s emails and respond to them accordingly; draw the attention of management to certain mails when necessary
* Communicate with other staff, such as dinners, informing them of clients’ bookings, needs and complaints.

**SHOWA POLYMER INC., PHILIPPINES** - (Product Inspector)

July 2005-January 2006

* Approves incoming materials by confirming specifications; conducting visual and measurement tests; rejecting and returning unacceptable materials.
* Approves in-process production by confirming specifications; conducting visual and measurement tests; communicating required adjustments to production supervisor.
* Approves finished products by confirming specifications; conducting visual and measurement tests; returning products for re-work; confirming re-work.
* Documents inspection results by completing reports and logs; summarizing re-work and waste; inputting data into quality database.
* Keeps measurement equipment operating by following operating instructions; calling for repairs.
* Maintains safe and healthy work environment by following standards and procedures; complying with legal regulations.
* Accomplishes quality and organization mission by completing related results as needed.

**SEMINARS ATTENDED**

**SECULUS WATCH TRAINING** Golden Tulip Hotel, Dubai

May 20, 2014