Eva

Eva.346847@2freemail.com

Position Applying For: Any possible position which is relevant to my working experience.

Objective : To obtain the position in a growth-oriented company where I can utilize my administrative and analytical skills and acquire new abilities.

Educational Attainment

College:Associate in Hotel and Restaurant Management ( Undergraduate )

Institution: Manuel S. Enverga University Foundation

Location: University Site, Lucena City, Philippines

Completion Date: March 2003

Secondary:

Institution: Sacred Heart College

Location: # 1 Merchan Street, Lucena City, Philippines

Completion Date: March 1996

Elementary :

Institution:

Sacred Heart College

Location: Lucena City, Philippines

Completion Date: March 1992

Skills

\_ MS Office Applications (Word, Excel, Microsoft outlook)

Personal Highlights

\_ Hardworking

\_ Flexible & Dependable

\_ Fast-learner

Work Experiences

Dates: October 19, 2015 – August 24, 2016 ( 10 Months )

Position in Company: Secretary Cum Saleslady

Company Name: Roses N’ Black Boutique

Company Industry: Clothing ( Abaya and Shiela )

Work Description: - Worked in Clothing Company as a Secretary Cum Saleslady. Entertaining the customer to show to them our new collection abaya and other dress. Sending Message to our customer to inform them there abaya is finish ready to pick up, Sending message to all customer that have a new collection in the shop, Making Sales Report, Making Petty Cash, Making Expenses Report, Making the Salary Report of the Employee every cut off day.

Dates: June 01, 2008 – February 09, 2015 ( 6 Years and 8 Months )

Position in Company: Office Secretary

Company Name: Dar Al Fajr Printing Press

Company Industry: Printing , Publishing, and Advertising

Address: P.O. Box 505 21 Street Muroor Road. Near Mashreq Bank and NBAD Abu Dhabi UAE,

Work Description: - Worked in Commercial Printing Press as a office assistant–

answering the telephone call and intercoms, taking messages, typing

the quotation, making job order, follow up the job of our client to our

production supervisor before the date of delivery, encode the job

tracking, making invoicing, filling the quotation and other important

documents, checking the emails, sending emails, writing and record in

log book the details in job tracking, getting the mail for the manager

in the reception department and getting office supply like A4 paper,

ball pen and etc, in the store department

\_ answer phones and transfer to the appropriate staff member

\_ take and distribute messages

\_ greet public and clients and direct them to the correct staff member

\_ receive, sort and distribute incoming mail

\_ monitor incoming emails and answer or forward as required

\_ prepare outgoing mail for distribution

\_ faxing, scanning and copying of documents

\_ maintain office filing and storage systems

\_ update and maintain databases such as mailing lists, contact lists and client information

\_ Keeping the list of employee communication and contacts updated.

\_ retrieve information when requested

\_ remind the manager or sales executive if they have appointments and meetings to their clients or important person

\_ keep office area clean

- Assistant of Sales Executives- Typing there quotation, Call them

when they are outside if we receive email from their client to inform

them what is email of their client. Preparing the invoice.

Dates: June 2004 - July 2004 (1 Month)

Position in Company: Merchandiser

Company Name: PCN Promo Pro (Johnson n’ Johnson Face Powder)

Company Industry: Merchandising

Address: Different Areas in Quezon Province, Philippines

Work Description: - Merchandiser (Promo)

- Selling house to house.

- Make sales report

Dates: January 2003 - July 2003 ( 6 Months )

Position in Company: Sales Lady

Company Name:Plain & Prints

Company Industry: Garment RTW

Address: SM Lucena City Quezon Province, Philippines

Work Description:

- Greeting the customer.

- Assist the customer for their needs what the size they want

- Arranging the garment on their shelves

- Folding or hanging the garment

Character Reference: Available upon request

I attest the truth to the best of my knowledge of the aforementioned information.