**JOB EXPERIENCE:**

**United Office Systems (UOS)**

July 2015 – January 2017

Al Karama, Dubai, UAE

Receptionist Cum Admin Assistant

***Duties & Responsibilities:***

* Serves visitors by greeting, welcoming, directing and announcing them appropriately.
* Receives, sorts and forwards any incoming phone calls while providing basic information when needed.
* Assists in the ordering, receiving, stocking and distribution of office supplies.
* Coordinates the pick-up and delivery of express mail services.
* Prepares daily reports of customers, enquiries, and sales inflow and directly sends it to the Director in-charge and to its subordinates.
* Prepares Attendance Report on a cut-off basis for both showroom and office employees.
* Prepares purchase orders and sends copies to suppliers and to departments originating requests.
* Performs other clerical duties such as filing, photocopying, typing, faxing and collating.

**Air Cargo Partners Corporation (MIASCOR)**

4-Months (November 2014 – February 2015)

Finance and Admin Department

Finance Clerk (On-the-Job-Training)

***Duties &Responsibilities:***

* Provides accounting and clerical support to the accounting department.
* Assists in document filing and processing of staff’s claimed expenses.
* Assists in physical counting of office supplies inventory and coordinates it to the admin head.
* Performs other clerical works like filing, photocopying, faxing and typing.

**OBJECTIVE:**

To continuously enhance my set of skills and knowledge in a challenging work environment. To become a more experienced and a more equipped career womanin the industry and to become a representative of a highly competent organization.

TONI

TONI.347210@2freemail.com

**EDUCATION BACKGROUND:**

**TERTIARY:**

**Bachelor of Science in Business Administration Major in Internal Auditing**

Far Eastern University - Manila, Philippines

A.Y. 2011 – 2015 (Cum Laude)

**SKILLS & QUALIFICATIONS:**

* Strong Work Ethics
* Computer Literate
* Microsoft Word, Excel & PowerPoint proficient
* Good communicational skills in verbal & writing
* Versatile, can adapt easily into such situations and can work under pressure.
* Quick learner, keen to learn & to improve skills.
* Personable professional whose strengths include cultural sensitivity and an ability to build rapport with a diverse workforce in multicultural settings.

**PERSONAL DATA:**

Date of Birth: March 15, 1995Visa Status: Tourist

Height: 5’3’Visa Duration: 3 Months

Gender: FemaleDate of Entry: February 13, 2017

Religion: Roman Catholic

Civil Status: Single

Citizenship: Filipino

**SEMINARS ATTENDED:**

**JPIA’s Break Free: *“Your Way to Limitless Opportunities”***

Far Eastern University

Nicanor Reyes Street, Sampaloc, Metro, Manila

July 21, 2014

**IABF Experience Lecture Series Part I:**

*“MONEY MATTERS: Change the Way You Think about Money"*

FEU Mini-Auditorium, Sampaloc, Metro Manila

September 24, 2014