Janice

Janice.347838@2freemail.com

#### Objective:

A challenging and responsible desire position which can utilize my knowledge. I have potential to learn and improve further in any particular field.

* Ability to deal effectively with Clients
* Self-motivated, creative and skilled
* Young, Energetic and Pleasing
* Good co-ordination skills with team members
* Used to work under pressure

#### Work Experience:

**February 2014 - Present Date**

***Sales Secretarycum Admin. Assistant***

**Technical Scissor Co. L.L.C.**

Abu Dhabi, United Arab Emirates

As **Sales Secretary**:

* Reporting to the Sales Manager.
* Received, direct and relay telephone messages and fax messages.
* Maintain the general filing system and file all correspondence.
* Assist in the planning and preparation of meetings and conferences.
* Type correspondence, memo, reports, letters and other documents.
* Prepare necessary requirements, quotations, job order, material requestand other related work in assisting the Sales Team.
* Screen e-mails and response/forward to designated personnel.
* Does other work related.

**As Reliever forPurchasing Secretary**:

* Prepare purchase order and send copies to the supplier.
* Determine if inventory quantities are sufficient for needs, ordering more materials when necessary.
* Respond to customer and supplier inquiries about order status, changes, or cancellations.
* Contact suppliers in order to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems.
* Prepare, maintain, and review purchasing files, reports and price lists.
* Handling and tracking the status of shipment to its respective supplier.
* Does other work related.



**October 2011 - Present Date**

***Secretary cum Admin Assistant***

**Al Wanasa Land Entertainment L.L.C.**

Abu Dhabi, United Arab Emirates

As **Secretary cum Admin Assistant**:

* Reporting to the top management.
* Received, direct and relay telephone messages and fax messages.
* Maintain the general filing system and file all correspondence.
* Maintaining of employees and company’s important documents.
* Assist in the planning and preparation of meetings and conferences.
* Make preparations for group assembly and board meetings.
* Maintain confidential records and files.
* Maintain records of decisions.
* Type correspondence, memo, reports and other documents.
* Prepare necessary requirements or documents for Licenses Renewal, Employee’s Health Insurance applications and or renewal and other related work in assisting the P.R.O- Manager.
* Screen e-mails and response/forward to designated personnel.
* Provide HR task such as preliminary screening of the candidate’s resumes, interviewing and preparing actual test to the applicants, rescheduling short-listed applicants for final interview and prepare offer letter and arrange requirements of the qualified candidate for employment.
* Arrange flight, ticket and hotel booking for guest.
* Provide receptionist services such as greeting and assisting the visitors, receive calls and respond to all inquiries.
* Arrange event calendar for Party and School Coordinators.
* Request quotations and prepare purchase order.
* Receive deliveries from couriers / forwarder companies.
* Handling physical inventory and inventory system.
* Responsible in receiving payments, issuing cash voucher, forwarding telex transfers and cheques
* Other work related.



**Jan. 2010 – March 2011**

***Data Entry Clerk***

**Agrimate, Inc.**

#107 Malanating St. AmparoSubd.,Novaliches Caloocan City,Metro Manila, Philippines

As a **Data Encoder:**

* Data analysis.
* Compare data with source documents, or re-enter data in verification format to detect errors.
* Compile, sort and verify the accuracy of data before it is entered.
* Store completed documents in appropriate locations.

As a **Clerk:**

* Conduct sales of merchandise to the general public, clients and visitors involving retail financial transactions (cash, checks and/or credit cards).
* Stock merchandise on shelves, check in new inventory, and build effective merchandise displays.
* Responsible for office works.
* Communicate verbally and in writing to answer inquiries and provide information.
* Communicate with the public in a courteous and professional manner by telephone and in person.
* Set up and maintain filing systems.
* Set up work procedures.
* Operate office equipment.
* Manage office space.

**April 2008 – Jan. 2010**

***Liaison Officer***

**Provincial Governor’s Office of Zamboanga del Sur**

Provincial Compound, Pagadian City, Philippines

As a **Liaison Officer:**

* Follow up transactions in the liaison office.
* Encode communication letters and other documents.
* Record incoming and outgoing communications.
* Assist the clienteles from the Province of Zamboanga del Sur who visited in manila for very important transactions.
* Does other related work as required.



**October 2006 – March 2007**

***Sales Secretary***

**Salsatrends Trading**

#211B Recoletos St. Urdaneta Village, Makati City, Philippines

As a **Sales Secretary:**

* Received, direct and relay telephone messages and fax messages.
* Maintain the general filing system and file all correspondence.
* Conduct sales of merchandise to the general public, clients and visitors involving retail financial transactions (cash, checks and/or credit cards).
* Stock merchandise on shelves, check in new inventory, and build effective merchandise displays.
* Does other related work as required.

**Nov. 2002 – Oct. 2006**

***Bookkeeper***

**Ordoñez Accounting Office**

Tuburan District, Pagadian City, Philippines

As a **Bookkeeper cum Secretary:**

* Teamed with internal auditor and controller to revise internal inventory reporting process.
* Manage month-end closing cycle.
* Received, direct and relay telephone messages and fax messages.
* Maintain the general filing system and file all correspondence.
* Handled the complete accounting cycle, including opening, posting entries and closing of accounts and preparation of various accounting reports.
* Does other related work as required.

#### Training/Seminar attended:

June 22, 2005

**Briefing on the Expanded Value Added Tax Law**

**(Republic Act 9337)**

District No. 92, Pagadian City, Zamboangadel Sur,

Philippine

* Conducted by RR-15, Zamboanga City under the supervision of the Human Resources Group through its training delivery division.

#### Personal Data:

Age : **31 years old**

Date of Birth :  **June 25, 1984**

Place of Birth :  **Pagadian City, Philippines**

Nationality :  **Filipino**

#### References:

*Available upon request.*

