

**Ana**

Email Address**;** anna.347929@2freemail.com

**PERSONAL DETAILS:**

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| --- | --- | --- | --- |
| **Civil Status** | Single | **Birthdate** | February 19,1974 |
| **Place of Birth** | Antipolo, Gasan, Marinduque | **Nationality** | Filipino |
| **Gender** | Female | **Languages** | English, Tagalog |
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**POSITION DESIRED:**

**SUMMARY OF QUALIFICATIONSAND SKILLS:**

Good team player,Honest and reliable, Proficient in bookkeeping, Working knowledge of Microsoft Office,MS. Excel, Power Point, Outlook and Tally ERP 9 Outstanding in client relations and assistance.Has initiative and can work with minimal supervision, and has an eye for details especially when it comes to office work.

**EDUCATION:**

**Bachelor of Science in Business Administration Major in Management**

San Pedro Colleges of Business Administration

**AWARD :**

**BEST IN THESIS:** Thesis: Decision Making Techniques of Managers in Selected Companies of 1st District of Laguna

**WORK EXPERIENCE:**

**SITE SECRETARY CUM DOCUMENT CONTROLLE - ARAM CONST. & BUILDING CONTRACTING L.L.C**

May–2015 –January,2017

**Duties and Responsibilities:**

Perform the day to day duties as site secretary to client representative and consultants engineering, department arranging meeting other gatherings creating and maintain office documents.

Main Activities:

* Responsible for receiving, recording and circulating all incoming and outgoing faxes, emails and hand deliveries.
* Ensuring quality formats being used adequately for submittals, correspondences, transmittals to clients, subcontractors, consultants, and within divisions and departments.
* Ensuring all correspondences regarding contractual matters is forwarded to the Project Manager.
* Ensure all correspondences reach proper department.
* Maintain documentation for projects under taken by Contracting Division making in use the project numbering system for easy traceability and proper filing (soft and hard copy).
* Coordinate with each department for maintaining quality documentation.

**ADMINISTRATIVE SECRETARY CUM RECEPTIONIST -GOLDEN POINT MAINTENANCE & DÉCOR L.L.C, DUBAI UAE**

February 2013 – January -2015.

**Duties and Responsibilities:**Responsible for all Secretarial tasks, Arranging meetings and other gatherings, creating and maintaining office documents: office documents such as, invoices, reports data sheets.Interaction with clients and customers.Maintaining confidentiality in all aspects on the firm/s dealing and working.Answers incoming call and appropriately routine all incoming calls.Welcomes customers and visitors and directs them appropriately.Response toinquiries from customers and provides information.Perform general clerical duties to include photocopy, faxing, mailing, fillingrecording receipt and Payment and Browsing of Internet.

**MARKETING ASSISTANT/SECRETARY/ACCOUNTS - WOO MA MOTORS TRADING LLC, DUBAI UAE**

January 02, 2013- December 3, 2013

**Dutiesand Responsibilities:**Assist client’s inquiries, Coordinate with the Clients**,** Respond to general questions from clients and suppliers,Preparing LPO’s. Invoice, DO, Payment Voucher using TALLY ERP 9. Filing of invoices and delivery receipts,Write messages and transfer calls, Making copies of documents for construction bids and project, Composing and typing correspondence and Sorting mails.

**SECRETARY CUM RECEPTIONIST/ASSISTANTREGISTRAR: SAINTS JOHN AND PAUL COLLEGES PHILIPPINES**

September 16, 2004 – July 31, 2012

**Duties and Responsibilities:** Maintaining confidentiality in all aspects on the firm/s dealing and working. Answers incoming call and appropriately routine all incoming calls. Welcomes customers and visitors and directs them appropriately. Response to inquiries from customers and provides information. Perform general clerical duties to include photocopy, faxing, mailing, filling Recording receipt and Payment.Prepare and encode transcript of records and diploma, Prepare school documentsAssist in clients’ inquiries, Maintain and update school records of students, Arrange record system, Other duties assigned by superior from time to time

**ACCOUNTING ASSISTANT: SAINT JOHN AND PAUL COLLEGES PHILLIPINES**

February 2006 – July 31, 2008

**Duties and Responsibilities :** Prepare daily cashier’s report**,** Record and maintain cash receipts book**,** Check and verify balances of various students**,** Prepare pay slips**,** Handle petty cash fund**,** Prepare school documents **,** Assist in clients’ inquiries**,** Maintain and update school records of students**,** Arrange record system**,** Other duties assigned by superior from time to time.

**COMPUTER ASSISTANT - SPARETECH COMPUTER CAFÉ**

May 2003- August 15, 2004 **–** San Pedro Laguna

**GENERAL MAILING CORPORATION** - **Checker-** Packaging Department

January 1997 – June 1997

**DEAN’S OFFICE - San Pedro Colleges of Business Administration -** Trainee (ON-JOB-TRAINING)

November 2002 – March 2003

**TRAINING AND SEMINAR:**

**5-DayActual Shipboard Training -** Negros Navigation Oceanlink Institute

February 3 - 7, 2009

**Record Management Innovation Geared towards School Improvement and Sustainability** 23rd ASRLO Annual Regional Convention August 5 - 7, 2009

**3-Day Actual Shipboard Training -** Negros Navigation Oceanlink Institute

January 26 - 28, 2009

**Stay-in Program on Housekeeping and Food and Beverage Operation -**Traders Hotel Manila

January 26, 2009

**Bar Tour Exposure** -T.G.I. Friday’s Glorietta

January 26, 2009