

Emily

[Emily.352412@2freemail.com](mailto:Emily.352412@2freemail.com)

**Visa Status : Residence Visa (transferable)**

**(valid until June 01,2017)**

## *CAREER OBJECTIVE*

To obtain a challenging position where I can utilize my diversified skills and experience, where achievements and career advancement can be obtained.

#### PROFESSIONAL WORK EXPERIENCE

**Receptionist Cum Secretary**

**ABUSHAIBA LEGAL TRANSLATION SERVICES**

Al Khubaisi – Near Hyundai Show Room - Muraqqabat

Yasin Al Khaja Building 1st Floor Rm. 101

**April 28,2011 up to present**

#### Duties and Responsibilities

* Highly skilled in greeting guests in a courteous and professional way
* Well versed in managing multiple line phone system and handling multiple incoming calls simultaneously
* Demonstrated ability to answer queries of visitors and direct them to the right person
* Committed to provide exceptional customer service to clients and coworkers
* Excellent knowledge of administrative and clerical procedures
* Adept at giving accurate and detailed information to visitors and callers
* Ableto handle difficult clients tactfully Expert user of MS Word, Excel, Outlook and front

desk software applications

* Proven record of performing clerical duties such as scanning, photocopying and collating
* Thorough understanding of monitoring visitors’ access and issuing passes Extremely capable of keeping reception area clean and organized
* Expert in ordering, receiving and maintaining office supplies

**Secretary/Personal Assistant**

**GRC Hardware and Electrical Supplies**

San Nicolas Bacoor, Cavite Philippines

Jan 2004 – Oct. 2010

**Sales Supervisor**

**LG Chemical and Manufacturing Trading**

Bacoor Cavite Philippines

Sep. 2003 – Jan. 2004

**Sales Secretary**

**General Elevator and Escalator Corporation**

Paranaque City, Philippines

Oct 2002 – July 2003

**Receptionist Cum Secretary**

**Addas Development Corporation**

Juan Luna St. BinondoManila,Philippines

June 1992 - October 1996

#### Duties and Responsibilities

* Answer telephone and direct calls to appropriate personnel and provide information regarding projects.
* Great visitors, ascertain nature of business, assist and direct visitors to appropriate person.
* Handle incoming / outgoing emails and fax correspondences.
* Receive and check invoices from suppliers.
* Establish, organize and maintain clients' files, reception documents, reports & files.
* Maintain and create files or record keeping systems. Sort, categorize, file and retrieves documents or other materials.
* Takeminutes of meetings and produce documents in drafts or final formats.

*COMPUTER SKILLS*

MS Office, Excel, Outlookapplications and Internet.

*SPECIAL SKILLS AND POINTS of STRENGHT:-*

* **Knowledge of clerical / secretarial work.**
* **Knowledge of how to read and write Steno.**
* **Effective in Multitasks and prioritization of duties.**
* **Fast learner and hard worker.**
* **Excellent oral and written communication skills.**
* **Detail oriented, accurate and efficient.**
* **Advanced computer skills (Excel, Word, Outlook)**
* **Energetic, able to work under pressure and independently.**
* **Organizational skills in coordinating several events simultaneously.**
* **Knowledge of scheduling, box office operations and contract administration.**
* **Skills in public relations and handling complaints.**
* **Strong remote (online) and direct sales skills and possess solid negotiation skills.**
* **Team Leader, highly inquisitive and responsible.**
* **Efficient, creative, with self-initiative personality, dedicated and have the ability to work with different people.**
* **Hardworking and very trainable.**

#### EDUCATIONAL BACKGROUND:

**Junior Secretariat**

Dr. Victor Medina Junior College, Paranaque City, Philippines- 1990-1992

*REFERENCE*

Available upon request

***Personal Data*:**

**Gender** : Female

**Birthday** : 24 June 1973

**Civil Status** : Single

**Religion** : Catholic

**Citizenship** : Filipino