**RODALYN**

Rodalyn.353736@2freemail.com

POSITION : Admin Assistant cum Receptionist

JOB OBJECTIVE:

To obtain an enduring position in the company that will utilize my knowledge that will lead to the advancement of my profession and personality.

QUALIFICATION:

* Works well with other team member to help further the company’s objective.
* Ability to follow company’s rule and standard procedures.
* Can communicate and handle pressure.
* Excellence in computer skills.

EDUCATIONAL QUALIFICATIONS:

* Completed course in ICDL

 Bin Majed Int’l. Center

 Ras al Khaima, UAE

 June 2008

* Completed course in MS OFFICE

 Dubai International Education Center

 Ras al Khaima, UAE

 April 2008

* Completed course in MS OFFICE 2000

 Al Muhairy Computer and Management Training

 Deira, Dubai UAE

 March 2001

* Secondary Graduate

 Imus National High School

 Imus Cavite Philippines

 1991-199

WORK EXPERIENCES:

 **Office Clerk**

 Shin Yang FZC

 Julphar Tower Ras Al Khaimah UAE

 Sept. 6,2015 – ‘till present

JOB DESCRIPTION:

* Responsible for the request, preparation and distribution of tug crew food provision as well for the shipyard workers / labourers.
* Responsible for acquiring No Objection Certificate from Federal Transport Authority for the vessels operational needs.
* Responsible for filling up pre-arrival documents prior to vessels arrival to port for immigration formalities use.
* Responsible for office supplies purchase on monthly basis.
* Responsible for screening phone calls.

 **Receptionist / Office Assistant**

 Al Dwaq Al Rafea Conts.Co

 Ras Al Khaimah UAE

 May 2011 till present

JOB DESCRIPTION:

* Responsible for handling front office duties including greeting guest and offering them a beverage, screening phone calls, handling company inquiries, sorting and distributing mails.
* Responsible for all normal paper works in the company like reports, quotations and inter office memos.
* Perform general secretarial and clerical functions like copying, faxing, data

entry and filing.

 **Receptionist**

 Apex Electro Mechanical

 Ras al Khaimah UAE

 October 5,’08 – Dec 2008

JOB DESCRIPTION:

* Screening phone calls.
* Sending and receiving fax
* Other necessary work given by my superior
* Keeping the office clean and tidy
* Welcome clients with warm hospitality.

**Cashier/ Waitress**

 Intercat Trading LLC

 Dubai, Abu Dhabi, Rak UAE

 September 1999-November 2007

JOB DESCRIPTIONS:

* Receives stocks and record the same in the inventory logbook
* Handles cash register, issue receipts to customer and ensures that there is enough funds.
* Prepare daily sales report.
* Responsible in maintaining good ambience in the work place and ensure high quality of service standards and customer relations at all times
* Taking food order.
* Other necessary works assigned by my superior.

Personal Information:

Birthday ; May 29,1976

Visa Status: Employment visa w/out ban

Nationality: Pilipino

Marital Status : Single

Languages Spoken: English and Tagalog