**MIKAH**

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**OBJECTIVE:**

To obtain employment as a Receptionist/Administrative Assistant of an institution using administrative, basic accounting and human resource skills in order to provide the company with support in coordinating administrative efforts between departments, and enables continues growth & learning opportunities in competitive and challenging environment.

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Email Address: [mikah.353883@2freemail.com](mailto:mikah.353883@2freemail.com)

**Personal Information**

**Birth Date:**

May 11, 1995

**Birth Place:**

Manila, Philippines

**Civil Status:**

Single

**Visa Status:**

Residence Visa (company sponsored)

**Nationality:**

Filipino

**Language Spoken:**

English and Filipino

**QUALIFICATIONS:**

* **Responsible, Organized, dedication to work, honest, hardworking, Self-motivated, Goal oriented and possess good Interpersonal skills**
* **Persistent and keenness in learning new things and ideas that enhances my personal & career growth**

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**Experiences:**

**Archive Clerk**

**HIBA MAANI ADVOCATES & LEGAL CONSULTANCY**

Al Maktoum Street, Al Reem Tower, Dubai, UAE

May 2015 – Present

**Job Description:**

* Open and close the office on a daily basis
* Coordinate and supervise all activities related to Front Desk.
* To make sure the reception is properly manned all time, Assisting visitors/clients in a professional manner & arrange refreshment for them
* Prepare invoices (by instruction), e-mail correspondence, Deposit of cheque’s/cash, to get monthly SOA in the bank, maintaining contacts, daily payments & Preparation of basic SOA, monthly WPS salary form, arrange payments from petty cash and monthly financial reports.
* Maintain schedules & Reminder / Arrange and confirm appointments
* Apply for visas as required and gather the relevant paperwork.
* General record keeping, provide documents, scanning, photocopies, create, maintain and keep updated files in word/Excel.
* Monitor & Managing payments of Dewa & Etisalat Bill of the office and Lawyers, Online claiming of Insurance reimbursements
* Keep track and ensure all contracts, visas, Id’s, passports, Licenses, Trade mark registrations, Agreements, etc. of the clients are properly stored and updated as required for renewals.
* Coordinate the delivery of daily mail in P.O. Box, Courier services and handle replenishment of stocks, supplies & toiletries
* Charged with maintaining the cleanliness of the office
* Any other duties as assigned

**On the Job Training**

**LINSANGAN LAW OFFICE**

United Nations Avenue, Manila, Philippines

January 2015 – March 2015

**Duties and Responsibilities:**

* Provide general administrative and clerical support including filing, printing, copying, mailing and scanning documents to management
* Handling reception such as; basic administrative duties, answer telephone, take messages and answer inquiries.

**On the Job Training**

**MALAYAN INSURANCE COMPANY**

Binondo, Manila, Philippines

Oct. 2014 - Dec. 2014

**Duties and Responsibilities:**

* Submitting documents to different departments
* Provide general administrative and clerical support including filing, printing, copying, mailing and scanning documents to management
* Admin and HR functions / Assisting the department in Daily and General Operations

**On the Job Training**

**Education:**

**Bachelor of Science Degree in Office Administration**

The National Teachers College 2015

**Seminars Attended:**

**PREPARING YOUR -SELF TO THE FUTURE**

The National Teachers College (January 26, 2013)

**21 SECRETS OF THE SUCCESSFUL CHINOYPRENEURS**

Victory Greenhills, San Juan (January 31, 2013)

**TEAM BUILDING WORKSHOP**

Manila Grand Opera Hotel (October 27, 2013)

**10th PASOA NATIONAL CONVENTION (preparing Office Professionals for the Global Workplace)**

Centro Escolar University, Manila (November 28, 2013)

**A BIG LEAP TO CAB COOLture OF EXCELLENCE**

The National Teachers College, Manila (September 6, 2014)

**BUREAU OF INTERNAL REVENUE**

Intramuros Manila, Philippines

Sept. 2012 – Dec. 2012

**Duties and Responsibilities:**

* Answering phone and fax calls and Provide general administrative and clerical support
* Assist the applicant to their individual need as required by my supervisor
* To prepare/Re-typing Memorandum letter

**School Organization Officer**

**THE NATIONAL TEACHERS COLLEGE**

Quiapo Manila, Philippines

July 2012 – July 2013

**Duties and Responsibilities:**

* Responsible for making & organizing events, fund raising activities, implementing policies, programs and projects within the department in coordination of co-officers, club Adviser’s and Program head
* Assisting/Inviting/Contacting Professionals & speakers for our seminars and event
* Any duty assign by the department

I hereby certify that the information given above is correct to the best of my knowledge and belief that I have not withheld any information which might reasonably be considered to adversely affect my suitability for employment.