**Rosalie**

Mobile # C/o 0505891826

Rosalie.357528@2freemail.com

**OBJECTIVE:**

Seeking a responsible and challenging position in a company where my experience and skills will significantly contribute to the overall success of the organization and provide opportunities for my career growth.

**WORK EXPERIENCE**

* ***Receptionist cum Office Assistant***

ACME Digitech DMCC

Swiss Tower Cluster Y, JLT

Dubai, UAE

* January 15, 2017 –Present

Job Description

* Respond to incoming telephone calls by transferring call appropriately to staff concerned.
* Arranging Couriers and office stocks.
* Filing Employee’s files and Company documents.
* Forwards information by receiving and distributing communications;
* Collecting and mailing correspondence copying information.
* Serves customers by backing-up receptionist
* Maintains supplies by checking stock to determine inventory levels; placing and expediting orders;
* Verifying receipt; stocking items; delivering supplies to warehouse.
* ***Office Assistant / Cleaner***

Total Care Cleaning Company LLC

Deira, Dubai UAE

* January 15, 2015 – January 15, 2017

Job Description

* Maintains office facility clean all day.
* Ensure that the visitors are accompanied and coffee or team served.
* Keep checking office supplies.
* Ordering grocery online.
* ***Quality Controller / Encoder***

Suyen Incorporated (BENCH)

Manila, Philippines

* May 2010 – October 2010

Job Description

* Ensure quality in all aspects.
* Separate the sizes of clothes;
* Checking all kinds of clothes if defect or not; if faded in sleeves and collar;
* Checking the price tag.
* Encoding the price;
* Checking the delivery stock.
* Record all observations and make for final report.
* ***Quality Controller / Line Leader***

Elite Garment’s Incorporated

Manila, Philippines

* November 2005 – September 2007

Job Description

* Ensure quality in all aspects.
* Separate the sizes of clothes, pants, shorts and accessories.
* Checking all kinds of clothes if defect or not; if faded in sleeves and collar;
* Check the lists of clothes etc. if ready to deliver in store.
* Give daily report to the supervisor.
* Checking the samples with order sheet.
* ***Quality Controller***

Law’s Textiles Incorporated

Taguig City, Philippines

* April 2002 – June 2002

Job Description

* Checking the line setting and get the production targets.
* Checking the samples with order sheet.
* Make report to the supervisor about the quality of items.
* Separate the reject item and give it back to line leader.

**SKILLS**

* Microsoft Word
* Microsoft Excel
* Microsoft Outlook

**PERSONAL DETAILS**

Nickname : Rose

Birth Date : November 27, 1980

Nationality : Filipino

Status : Single Parent

Religion : Roman Catholic

Language : English and Filipino

Visa Status : Visit Visa

**EDUCATIONAL HISTORY**

* Tertiary : Computer Secretarial

Metro Data Institute

Pasay City, Philippines

1998

* Secondary : Jose Abad Santos High School

Arellano University

**CHARACTER REFERENCES:**

 ***Available upon request***

*I hereby certify that the information given above is true and correct to the best of my knowledge and belief.*

**Rosalie**

  ***Applicant***