***Ruth.359102@2freemail.com***

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**DESIRED POSITION:** OFFICE COORDINATOR ASSISTANT / ASSISTANT/ACCOUNTS.

**Career Objectives:**

“Proven track record of accurately reporting and information management, Solid work ethic with a high sense of responsibility along with follow up skills and attention to details with the ability to learn quickly”

**Personal Attributes & Computer Skills:**

* Honest hard-working .
* Adapt at working independently
* MS Office(Excel, Word, Power Point ,Outlook Express)
* Financial Accounting Software (Peachtree)­ - Bookkeeping / Internet Applications

**Work Experience:**

**Praxis Management Consultancies (Praxis Global Research) Dubai, U.A.E.**

**Position: Receptionist & Admin. Coordinator - ( September 2011 up to June 2015)**

**Duties and Responsibilities:**

* Monitor incoming call and transfer to the right person and outgoing call
* Handled huge important documents by filing it systematically and Important Personal documents of the CEO.As well as Handle all the HR Files.
* Collect office Mails from P.O. BOX and Getting Emirates ID’S of all the Employees
* Running Visas and all Documents needing signatures from sponsors and other documents of new hire and Employees Visas Cancellation.
* Meet a greet clients in the Airport. Deposit Visa’s in the Airport for the New Hires
* Full support to the Praxis Experience team before heading to an event.
* Pay Monthly Bills in the office and Making Payment by Doing Deposit cheque to the Bank.
* Handle Payables, Receivables and Submission of Salary to the Bank.
* Handle with petty Cash Making and Making Reimbursement Monthly report of CEO.
* Travel any countries if my boss required. (like Panama Part of Latin America and etc.)
* Purchasing of office supplies in the Office.
* Encoding of Evaluation feedback form the delegates after the Event.
* Labeling the Master Binders and other HR filings.
* Sending Fax to Client.

**Perry Middle East Real Estate and Contracting Company LLC.**

**Position: Sales Agent Assistant and Admin. Coordinator –(September 2006-June 2011)**

**Duties and Responsibilities:**

* Monitoring published listings in different account and website.
* Assist realtors and client in person and over telephone. As well Assist in Viewing the properties
* Coordinating property closing and overseeing document signing.
* Handling listing Properties in different portraits using CRM System (Customer Relation Management).
* Assisting clients with property sales and development.
* Monitoring call Log System and Booked Deals Administrative Job.
* Preparing and Interpreting legal documents including listings and sales contracts.
* Prepare how to make form F Agreement from the seller and the buyer.
* Update the Rental Property and knowing the Developers.
* Preparing the customer tenancy contracts and organizing.
* Handled office incoming and outgoing courier.
* Provide office orientation for new employees.

**Hansel Commercial (Visayas Region. Philippines)**

**Position : Cashier – ( January 2000 – December 2005)**

**Duties and Responsibilities:**

* Responsible for daily bank deposits with cash or checks.
* Maintained the records of all as per the requirements.
* Performed related duties as per the requirements.
* Monitoring the daily sales.
* Updating the price and Encodes all the tags in every item.
* Monitor the staff in the customer service and Serving customer’s order.
* Always keep the money intact and Process inward check.
* Assist clients. In opening accounts.
* Promote of New Products to client

**Triumph International Taguig Metro Manila Philippines**

**Designation: Clothing & Lingerie Sales Associate- ( January 1995 – December 2000)**

**Duties and Responsibilities:**

* Handle the tasks of coordinating with customer in selecting their wardrobe involving a wide range of patterns and colors.
* Work with customers with the most cheerful and pleasant disposition.
* Handle the tasks of handling cash as well as processing payments through credit cards.
* Sizing the size accordingly.
* Promote the New collection and sale items.
* Perform the tasks of entering name and phone numbers of potential customers for future reference.
* Close as many deals and transactions as possible.

 **Educational Background:**

**College : Bachelor of Science in Commerce** Major in Accounting

**Address : Misamis University (**Ozamiz City, Philippines)

**Personal Details:**

Nationality **:** Filipino

Visa Status **:** Finished Contract 4 yrs./ Visit Visa