EDMUNDO

**Edmundo.359417@2freemail.com**

**Personal Summary:**A Hardworking person with have a proven ability to interact effectively with clients and staff. Also have years of experience in administration industry.

**Areas of Expertise:**

* Data Entry

• Report writing

* Secretarial Tasks
* Office management
* Archiving
* Administrative support
* Customer Focus

**Key Skills:**

* Proficient in Microsoft Office Applications
* Strong organizational, administrative and analytical skills.
* IT office skills
* Ability to type and draft letter at least 50+ WPM •Possess great organizational skills.
* AutoCad 2D

**Work Experience:**

**First Select Employment Services(Caracal International LLC)**

**Address:** Al Ajban Abu Dhabi, UAE, March 2016 - Present

**Designation:** Gun Assembler

Duties:

* Performs assigned work in the manufacture of firearms that meets quality standards.
* Identify and resolve quality issues identified during the assembly processes.
* Verify the quality of work performed in previous assembly steps.
* Maintain assembly tools and equipment that are used in the assembled of firearms.
* Assemble and disassemble of assault riffle and pistol.

**Cebu Pacific Air**

**Address:** Pasay City, Philippines, May 2015- October 2015

**Designation:** Ramp equipment operator

**Duties:**

* Loads, unloads, services, guides, and directs Company Aircraft;
* Picks up, delivers, and transports cargo and baggage to and from aircraft and prepares records in connection with these responsibilities.
* Cleans and services lavatories, operates lavatory carts and disposes of contents in accordance with established procedures.

**Budget Car Rental**

**Address:** Makati City, Philippines, January 2014- March 2015 **Designation:** Administrative Assistant

**Duties:**

* Meeting and greeting clients and visitors to the office.
* Responsible for purchase orders. Raising of purchase orders and invoice tracking.
* Handling incoming / outgoing calls, correspondence and filing.
* Faxing, printing, photocopying, filing and scanning.
* Monitoring inventory, office stock and ordering supplies as necessary.
* Creating and modifying documents using Microsoft Office.
* Setting up and coordinating meetings and conferences.
* Support other departments.
* Involvement in social media implementation. Updating, processing and filing of all documents.

**Tribal Apparel**

**Address:**Mandaluyong City, Philippines, November 2013- December 2014 **Designation:** Sales / Retail

**Duties:**

* Able to help customers find what they want.
* Fully aware of security issues concerning stock in relation to shoplifting, leakage and theft.
* Experience of working in a commission based sales environment.
* Able to maintain high standards of display & visual merchandising to ensure the store is well presented.
* Ready and able to work individually or within a team environment.
* Good with numbers, and able to use modern computerized equipment and specialist retailing software.

**Primoris Manpower Inc.**

**Address:** Makati City, Philippines, July 2013- November2013

**Designation:** Administrative Assistant

**Duties:**

* Report directly to the Office Administrator.
* Organize and track all daily calendar schedules for Managers
* Reception for all applicants to support and assist in smooth process of the Recruitment Department.
* Responsible for career advertising, outsourcing and screening phone calls.
* Update the company’s careers page on website, LinkedIn, and other social media networks for updates on upcoming events
* Support in the marketing strategies by promoting the services of the company •Assist in preparing cost analysis document for the Recruitment Department.

**Camella Homes Inc.**

**Address:** Makati City, Philippines, February 2012- June 2013

**Designation:** Sales Assistant

**Duties:**

* Leasing co-coordinator.
* Act as an intermediary in negotiations between buyers and sellers.
* Responsible to promote and sell properties to Client
* Responsible for reviewing rental or leasing applications.
* Interview Clients to strategically determine their choice of property.
* Monitoring feedbacks of current and potential sales.
* Prepare documents such as Real Estate Contracts, agreements and other required documents to finalizing closure of agreement.

**Education:**

**Driving and Engine Troubleshooting**

 Aemilianum College Inc

Philippines

# 16th January – 16 March 2013

**Associated Computer Technology** Lewis College

Philippines

02nd June 2008 – 06th June 2010

**Aircraft Technician Course**

PATT’s College of Aeronautics

Philippines

4 June - 26 October 2007

**Training Attended:**

**The Global Pinoy Academy**–*AutoCad 2D*

# 21st July 2016– 18th August 2016

 **Loss Control Management** -*Advanced Occupational Safety and Health*

At Peme Consultancy Inc. (DOLE)

# 08th July 2013– 12th July 2013

**Personal Details:**

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| **Date of Birth:**  | 21st March 1989 |
| **Nationality:**  | Philippines |
| **Status:**  | Single |
| **Religion:**  | Christian |
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