**MERLA **

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| **POST APPLIED FOR*:******Secretary/Office Assistant/ Office Staff/Receptionist/Customer Service*** |

**Objective:**

To utilize the opportunities of working with a reputed and progressive organization where I can enhance my professional skill and strength in conjunction with the company’s goal and objectives and face new challenges.

**Summary of Qualification:** Experienced performing general office procedures, where an in depth knowledge of office management principles .

Effectively managed office operations, utilizing the following skill sets:

* Computer Proficiency: In depth knowledge of Microsoft Office software and use of internet
* Ability to learn new software application
* Reliability
* Attention to detail, organizing and time management skills
* Customer-service orientation
* Able to communicate effectively (verbal and written) in English

**Work Experience:**

***Office Assistant******[Data-Tech Processing Services] Paranaque, Philippines July 2015 – January 2016***

* Performed various clerical duties such as documenting , photocopying, faxing, mailing, and organizing filing system
* Answered telephones and transferred calls to appreciate staff members
* Sorted and distributed incoming communication data, including faxes, letters and emails
* Took care of staff office space, weekly schedules, phones, and office keys
* Purchased office equipment and supplies
* Perform work related errands requested such as going to the post office and bank
* Monitor and maintain office supplies
* Type documents, reports and correspondence and maintain office filing and storage systems
* Update and maintain databases such as mailing lists, contact lists and client information
* Keep office area clean and tidy

***Secretary [Bodiline Processing Services] Las Pinas, Philippines – July 2013-July 2015***

* Prepared and organized paperwork and other materials as needed for meetings, conferences, travel arrangements and expenses
* Maintained office scheduling and event calendars
* Composed, typed, and distributed meeting agendas and meeting, routine correspondences and reports
* Perform task such as typing reports, forwarding mail and even taking minutes in meeting
* Set up and handled incoming mail and office filing systems
* Managed office supplies and processed purchase as needed
* Established the administrative work procedures for tracking staff’s daily tasks.
* Type, print and make copies of important documents
* Assist with payable and employee scheduling. Call clients to schedule appointments and follow up

***Salesclerk******[The Landmark Corporation] Ayala, Makati Philippines – November 1998-February 2000***

***QC Inspector******[The Gillete Company]Sucat, Philippines – February 1997-Ausgust 1997***

***Encoder [COMELEC Makati]Washington, Makati Philippines – November 1996-January 1997***

***Production Staff [COMELEC MAIN, Intramuros] Manila, Philippines - February 1996-November 1996***

**Skills and Strength:**

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| **Enthusiasm** | **Organizational Skills** | **Hardworking** | **Communication Skills** | **Team player** |
| **Diligence** | **Self-motivation** | **Proactive** | **Fast learner** | **Negotiating Skills** |

**Personal Attributes:**

* Accuracy/Planning and Time Management
* Initiative/Stress Tolerance
* Willingness to work in a flexible schedule and high workload

**Achievements :**

* Assumed responsibility of providing new employees with training and orientation
* Maintained attendance expectations
* Multi-tasked systems while providing service and resolving issues, upgrades, etc
* Learned to operate new office technologies as they were launched and implemented

**Training *:*** *Comprehensive Training in Computer Science January 5, 2017 – February 3, 2017*

**Education :**

***Associate in Computer Secretarial Education 1994 - 1996***

CATANDUANES STATE UNIVERSITY

Virac Catanduanes, Philippines

**High School Diploma 1990 - 1994**

**Personal Information:**

Place of Birth : Camaligan Camarines Sur , Philippines

Date of Birth : March 31, 1977

Gender : Female

Status : Married

Nationality : Filipino

Language : English, Filipino

Religion : Roman Catholic

Height : 163.83 cm

Weight : 125.66 lbs.

**Character References**

\*Further information is available upon request