

**MELODY**

**MELODY.360221@2freemail.com**

**OBJECTIVES :**

**Seek challenging position as office assistant at a reputed company, experienced administrative work with a strong interpersonal and organizational skills. Be able to work in a multi-tasking challenges and responsibilities highly trustworthy ethical and discreet detailed, oriented and resourceful in completing task and projects.**

**CAPABILITIES:**

* **Word processing and typing**
* **Filing and keep document and archives**
* **Telephone reception**
* **Orchestrating multiple activities simultaneously to get things done**
* **Able to work well under minimal supervision**
* **Proficient with computer and software program such as office suite.**
* **Ability to multitask prioritize and think ahead.**
* **Accepting feedback in a professional and constructive manner.**
* **Willing to take challenging assignment.**
* **Well trained professional with experience in sales.**
* **Determined and motivated person**
* **Easily going to work with and very good in finding a solution in a problem.**
* **Enthusiastic and positive person.**
* **Trustworthy, flexible and adaptable**
* **Good at establishing long-term relationships with the clients.**

**Summary of Professional Experience:**

**NOVO Nordisk Pharmaceutical Incorporation (PHILIPPINES)**

Taguig City,Philippines

***SALES & MARKETING ASSISTANT cum RECEPTIONIST(Sample Process)***

August 1,2012 - January 20,2017

**NOVO Nordisk Pharmaceutical Incorporation (PHILIPPINES)**

Taguig City,Philippines

***Documents Control Assistant***

November 19, 2012 - August 1, 2012

**SODEXO Incorporation Philippines**

Pasig City,Philippines

***TELEMARKETER / TELESALES***

March 20, 2009 - October 18,2012

**CITIFINANCIAL Incorporation**

**Philippines**

Main Office , Makati City, Philippines

**CVU , Loan Processing**

***DATA ENTRY***

May 2005 - November 2005

**CITIFINANCIAL Incorporation Philippines**

**LoanProcessing**, Cubao Branch Quezon City,Philippines

***ADMINISTRATIVE ASSISTANT CUM RECEPTIONIST***

January 12,2006 - January 12,2009

**CITIBANK NAA Quezon City Philippines**

Credit Acquisition Dept.

***ADMINISTRATIVE ASST***

**June 2003- November 2003**

**EDUCATIONAL BACKGROUND:**

**College**: FAR EASTERN UNIVERSITY

 Manila, Philippines

**Degree**: **Bachelor Sience in 1mmerce**

 **Major in Banki19and Finance**

 **Graduated, SY 1998**

 **PERSONAL INFORMATION:**

**Sex:** Female

**Citizenship:** Filipino

**Civil Status:** Single

 **Language/Dialect:** English / Tagalog

 **Tourist Visa Expiry date:** April 28, 2017