**Armigos**

**Reception/Secretary**

[Armigos.360959@2freemail.com](mailto:Armigos.360959@2freemail.com)

# PROFESSIONAL OBJECTIVE

Seeking challenging work whereby I could utilize, perform, and accomplish and where

I can enhance my knowledge and contribute to the growth of the organization with my skills and experience.

# KNOWLEDGE & SKILLS

|  |
| --- |
| Highly organized and team player who works well under pressure to meet deadlines. |
| Customer service oriented. Previous and current work specialize dealing with customers. |
| Effective persuasive communication skills. |
| Easily interacting with clients, vendors, and staff. |
| Can work in a Multitasking environment. |
| Can work with less supervision. |
| Well exposed in field environment. |
| Well versed in using computer including Microsoft Word, Excel and Power point |

# RELATED EXPERIENCE

Tips and Toes LLc, Al- Ain Abu Dhabi,

Receptionist/Assistant/Cashier (July 2015- August 2017)

* Deliver excellent customer service, at all times
* Deal with all inquiries in a professional and courteous manner, in person, on the telephone or via e-mail
* Administer all reservations, cancellations and no-shows, in line with company policy
* Fulfill all reasonable requests from guests to ensure their comfort, satisfaction and safety
* Handling in and out cash flow
* Reporting the daily operation and Handling people
* Coordinate with the technician/therapist and assist the client
* Product controller/ doing requisition and inventory

Glow Beauty Salon- One To One Hotel, Al Salam St., Abu Dhabi

Receptionist/Assistant/Cashier (November 2013- April 2015)

* Deliver excellent customer service, at all times
* Deal with all inquiries in a professional and courteous manner, in person, on the telephone or via e-mail
* Administer all reservations, cancellations and no-shows, in line with company policy
* Fulfill all reasonable requests from guests to ensure their comfort, satisfaction and safety
* Carry out instructions given by the managements

AseanBiztime - Roxas Boulevard,Metro Manila, Philippines

Assistant Manager (April 2011-September 2013)

* Supervise and evaluate employees’ base on their performance.
* Reviews and investigating documents and process in the organization
* Present and write reports(often using word processing, excel,

and presentation computer software)

* Establish and maintain organized paper and electronic filing systems according to office procedures

to ensure theexpeditious retrieval of information

* Coordinate and assist with planning of office activities, teleconferences, and meetings as requested.
* Perform other duties as maybe required.

**Ayala-Avida- Makati City, Philippines**

**Sales Coordinator/Sales Representative (January 2009- March2011)**

* Responsible for the sales process from prospect clients.
* Meet minimum quarterly sales objectives.
* Working as an intermediary between the buyers and the sellers
* Do some papers work and coordinate with the seller.

**Tanduay Company- Philippines**

**Promodiser/Marketing (June 2008-December 2009)**

* In charge in promoting Tanduay Products
* To Increase the Sales of the Product

**Sugarland Hotel**- Bacolod City, Philippines

**Receptionist/Office Staff (March 2000-December 2005)**

* Responsible for all costumer service.
* Preparing business correspondence
* Responsible for all documents filling
* Performing multifaceted general office support
* All Day to day operation matters

# EDUCATION

**College**2006 – 2008

AMA Computer Learning Center- Bacolod City Negros Occidental Phil.

Business Information Management

**College Graduate**

**Vocational Course** January-June 2006

National Kidney Transplant Institute- Quezon City Metro Manila Phil

Nursing Aid

**Under Graduate**

**Secondary** 1995 – 1999

SEMINAR AND TRAINING

* **Sales Professional Enrichment & Education Training**