**­­­­** **Mapple.37187@2freemail.com**

**Mapple**

**OBJECTIVE:**

To achieve challenging growth in a position that will enhance and utilize the experience and education through achievement of both company and personal goals and opportunity for advancement will commensurate with demonstrated ability and accomplishment where my skills and experience will be fullest, contributing to the growth and success of the company.

**Work Experienced:**

**Administration Secretary** DAR AL HIKMA

PRINTING, PUBLISHING & DISTRIBUTION LLC

Dubai, United Arab Emirates

**As an Administration Secretary:**

* Administering clerical works such as filing, typing and other computer works.
* Receiving e-mails and forwarding to each respective Departments, follow up for correspondence and sending e-mails.
* Make and arrange appointments for the C.E.O.’s meeting.
* Following and implementing Office/Company’s rules and regulations.
* Coordinating to the Manager, Departments, Sections and Clients.
* Receiving incoming and outgoing phone calls, e-mails and fax.

**Call Center Agent Sutherland Global Services**

 Community Language Specialization Program

 Tarlac City, Philippines

 May 2013 – October 2013

**Educational Attainment:**

**College Central Luzon Doctors Hospital – Educational Institute**

Bachelor of Science in Medical Technology

San Pablo, Tarlac City Philippines

Year 2008 - 2012

**Secondary Cosmopolitan Institute**

C. Santos St. Tarlac City, Philippines

Year 2004 - 2008

**Elementary Cosmopolitan Institute**

C. Santos St. Tarlac City, Philippines

Year 1999 - 2004

 I hereby certify that the above mentioned information is true and correct to the best of my knowledge and understanding.