**DIZA**

**DIZA.363900@2freemail.com**

**Career Objective:**

To obtain a position working as a secretary that requires expertise and experience in computer operations, clerical skills, communication skills and organization abilities.

**Skills:**

**Competencies and Attributes**

* Maintaining records, set up filing systems and manage daily operations
* Strong interpersonal skills for interacting with clients.
* Adaptability and flexibility
* Good communication, customer service and relationship-building skills
* Team working skills
* Organisation and time management skills
* Attention to detail
* Negotiation skills
* Assertiveness
* The ability to be proactive and use your initiative: to see what needs doing and to do it
* Result Oriented – meet deadlines on assignments, juggle multiple demands and to work with all types of individual.
* Focuses on the customers by understanding the business from the customer’s perspective and keeping in regular contact with customer to understand business priorities and issues.
* Committed to Self-Development.

**Work Experience**

**Al Sulaiman Corp.**

**Al Riyadh, KSA**

**September 8, 2014 –September 9, 2016**

**Secretary**

**Responsibilities:**

* Prepare and manage correspondence, reports and documents
* Organize and coordinate meetings, conferences, travel arrangements
* Preparing minutes of meetings and distribute it.
* Implement and maintain office systems
* Maintain schedules and calendars
* Arrange and confirm appointments
* Organize internal and external events
* Handle incoming mail and other material
* Maintain the filing system organize for easy traceability.
* Set up work procedures
* Collate information
* Maintain databases
* Communicate verbally and in writing to answer inquiries and provide information
* Liaison with internal and external contacts
* Coordinate the flow of information both internally and externally
* Operate office equipment
* Manage office supplies

**Royal Garden Hotel**

**Ozamiz City**

**May 2012 - June 2014**

**Front Office Receptionist**

* Answering telephone, direct, screen calls, taking and relaying messages
* Providing information to callers, greeting persons entering organization and directing individuals to correct destination
* Ensuring knowledge of personnel whereabouts and maintaining exact and complete sign-out/sign-in procedures for consumers and on-site staff.
* Dealing with queries or requests from the customers and public.
* Providing general clerical and administrative support to all levels of professionals.
* Scheduling appointments, organizing meetings, maintaining appointment diary either electronically or manually.
* Preparing letters and documents, receiving and sorting out e-mail and deliveries.
* Ensuring that common areas in office premises are equipped with required office supplies as appropriate.
* Monitoring the use of equipment and supplies within the office.
* Coordinating the maintenance and repair of office equipment.

**Educational Attainment**

Tertiary Level: Information Technology

            System Technological Institute

Ozamiz, Philippines

 March 2012

**Personal Information**

Age:    25 years old

Date of Birth: 20 June 1991

Civil Status: Single

Gender: Female

Nationality: Filipino

Language: English and Tagalog

Character Reference:

Available upon request.