#### received_1341533195875961C:\Users\TOUCHMATE\Documents\Yvette files\Personal Files\Yvette Sambat Gigante\chai.jpgPersonal Information

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| Name: | **Yvette**  [**Yvette.364028@2freemail.com**](mailto:Yvette.364028@2freemail.com) |
| Position Applied for: | Secretary / Office Admin. / Receptionist |
| Nationality: | Filipino |
| Birth date: | November 20, 1981 |
| Marital Status: | Single |
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**Career Objective:**

To pursue a good career in an organization that gives me an ample opportunity to enrich my potential , and to be part of a competitive, quality-oriented organization that paves way to prove myself and put forth the best in me where I can give my best and my skills will continue to grow.

**Work Experience**

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| **Oct. 15, 2015 –**  **Jan. 31, 2017**  **July 10, 2013 -**  **Sept. 10, 2015**  **June 04, 2011 –**  **March 18, 2013:**  **June 01, 2005 –**  **March 30, 2011:** | **Sales Consultant**  **Slimmer’s World International - Philippines**  **Responsibilities:**   * **Providing consultation to clients/customers with regards to their skin types, issues and concerns.** * **Enrolling clients/customers with the proper skin treatments and doing up-selling as well.** * **Taking charge on inbound and outbound calls to set appointments to provide market to the company.** * **Creating Marketing opportunities by giving proposals and setting up Booths to different companies.** * **Gathering information to create Marketing Strategies such as promos, events etc.** * **Do follow up calls and surveys on clients.**   **Office Secretary cum Receptionist**  **New Electrical and Mechanical Company LLC – Abu Dhabi-UAE**  **Responsibilities:**   * **Meeting and greeting visitors at all levels of seniority, providing a quality service to customers, and dealing tactfully with complaints.** * **Screening telephone calls, enquiries and requests, and handling them when appropriate.** * **Organizing and maintaining diaries and making appointments.** * **Arrange booking of works between clients and manger, and ensuring both parties are up to date if there are changes/cancellation of schedules.** * **Responsible of making LPO, payment voucher, memo letters, quotations, correspondence letter, making salary sheet, payments for supplier and couriers and handling petty cash, incoming and outgoing emails.**   **Office Secretary cum Computer Operator**  **Hamalaya Contracting & General Maintenance LLC- Abu Dhabi-UAE**  **Responsibilities:**   * **Responsible in general administrative duties: records handling, filing, encode data, correspondence and reports, sort and route mails and faxes.** * **Responsible of making LPO, payment voucher, memo letters, quotations, correspondence letter and handling Outgoing / Incoming Invoices.** * **In-charge for local purchase such as: office supplies/rentals and materials related to the project.** * **Coordinates with supplier regarding the schedule of delivery of materials and its unit price.** * **Prepares and releases payments for suppliers and contractors.**   **Assistant Manager Dental Awareness Card Inc. (Philippines)**  **Responsibilities:** Updating customers purchase orders status, tracking information, product information, pricing, inventory, etc.Manage Orthodontic Class accounts and Orthodontic Supplies.Assisting our entire student for their manual activities like, making cast, invisible retainer or mouth guard, bracing and wiring their typodont.Assisting my boss to his patient for bracketing, cleaning, doing some general dental services.Diagnostic XRAY Specialist (for Orthodontic only)Receive purchase order and enter into the database system include answering phone calls.Coordinate with the suppliers regarding the order and delivery of our materials.Coordinate with all the hotels and function rooms facilities for their meetings, graduation and other activities.Maintaining the company standards and give a good profit to the company  * **Private (IAO) International Association for Orthodontics Liaison** * **Financial Officer (for Orthodontic Class only)** |
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| Sept. 2004: | **Secretary**  Smart Sell Direct Marketing Corporation Philippines  **Responsibilities:** Perform a variety of clerical duties including typing, filing, duplicating materials, handling incoming and outgoing mails.Establish and maintain cooperative and effective working relationship with others.Organize hotel and travel reservations, and provide support for meetings and events,In charge of telephone system and provide service as required by each department and assist with completion of necessary reports as requested. |
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| Feb 2002 – Dec. 2003: | **Secretary** Senate of the Philippines ( Finance Department )  **Responsibilities:** Perform a variety of clerical duties including typing, filing, and duplicating materials.Establish and maintain cooperative and effective working relationship with others.Assist with completion of necessary reports as requested.Schedule meeting and Organize hotel and travel reservations, and provide support for meetings and events. |
| **Seminars Attended:** | **“Starting Your Life Right-Financial Planning Basics”**  By: Mr. Randell Tiongson (Registered Financial Planner)  April 18, 2010  **“Budgeting in your Personal Practice/ How to get out of debt/**  **6 Steps to Financial Freedom”**  By: Mr. Chinkee Tan (Lifestyle Adviser)  September 9, 2007  **“Where to Invest your Money”**  By: Mr. Rogel Morales (Registered Financial Planner)  February 10, 2007  **“Practice Management:”**  By: Manuel Dimanlig  October 29, 2006 |
| Education:SY 2001 - 2003:SY 1999 – 2001 **SY 1995- 1999:** | AMA Computer College, Philippines **Business Information System ( B.I.S )**  Centro Escolar University Manila Philippines  **Dentistry – (Pre Dent)**  Malate Catholic School Manila Philippines **1st – 4th Year Secondary Level** |

**Skill:**

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| |  | | --- | | Well-versed in Word, Excel, Power Point, Confident telephone manner, Self-Motivated, Multi-tasking skills, Excellent intrapersonal skills, Ability to build effective working relationships with colleagues, Ability to work individually and as part of a team, Knowledge of e-mail and Internet. Quick learner. |  |  | | --- | | Languages: English, Tagalog | |