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GRACE

GRACE.364747@2freemail.com

Applying for **secretary/HR /Admin**

**CAREER OBJECTION:**

* I would like to have a career that will widen my knowledge and skills to improve myself and sense of well-being.

**SUMMARY OF QUALIFICATIONS:**

* Meticulousness in keeping records and making reports.
* Honest, patient and trustworthy
* Can work under pressure with less supervision and has strong determination to achieve goals.
* Computer literate and has a knowledge of MS Office Application such as MS Word, MS excel and MS PowerPoint and Outlook.

**WORK EXPERIENCE**

**Secretary, Admin Assistant/ HR assistant**

**House of Beech for Wooden & Décor Industry LLC**

Industrial 11, Sharjah, UAE

February 2015- Present

**Duties and responsibilities:**

* Answering telephones, inquiries and in coming emails, relay telephone messages and fax messages and also for assisting visitors.
* Responsible for making scheduled and coordinate meetings, interviews, appointments, events and other similar activities for supervisors, which also include travel and lodging arrangements to Managing Director.
* Prepares daily, weekly and monthly reports assigned by the Director.
* Responsible for making quotation and provide documents support to the project teams.
* Responsible for updating the employees report such as visas expiration date and ID’s and the cancellation as well.
* Responsible for making Job Orders to the production.
* Entering the employee’s document in the system.
* Responsible to contact the PRO to make renewal the documents of the company and the laborers as well.
* Responsible to follow up the pending inquires/ quotation to the Managing Director.
* File and retrieve corporate documents, records, and reports such as company Licenses and etc…Monitoring with my database the company documents expiration such as Trade License, Rent contracts, Employees renewal, Insurances and etc.

**Clerk cum Receptionist**

***EDUHOME ENTERPRISE INCORPORATED, Philippines***

September 2009 – November 2013

**Duties and responsibilities:**

* Performed administrative duties of maintaining reports and providing support information.
* Worked in office computers- printed reports, documents, and typed as needed.
* Assisted various departments in sorting out queries by providing them with accurate, correct information.
* Prepared payroll report for the staff.
* Performed accounting work such as bank transactions, accounts reports and insurance.

**CERTIFECATE**

***RIZAL COMMERCIAL BANKING CORPORATION (RCBC BANK)***

***OJT***

January 2014 – May 2014

Nabunturan, Compostela valley Province

**Duties and responsibilities:**

* Sorting all folders of the holders to the volt
* Update all the documents of the holders
* Perform other related tasks assigned by the Manager

**SEMINARS/ TRAININGS**

2012 DOLE/SEMINAR

OCTOBER 9, 2012

QUALITY CONSCIUOSNESS AND LEADERSHIP TRAINING CUM TEAM BUILDING

ROTARACT AT ASSUMTION COLLEGE OF NABTURAN

**EDUCATIONAL ATTAINMENT**

2010-2014 Tertiary Level BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

 **Major in Financial Management**

 Assumption College of Nabunturan

 Nabunturan, Compostela Valley Province

**PERSONAL DATA**

Gender : Female

 Civil Status : Single

 Nationality : Filipino

 Date of Birth : June 23, 1991

 Language : English and Tagalog

 Visa Status : Employment Visa

*I hereby certify that all information obtained above is within my knowledge and belief.*