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| **Honeylet**  [**Honeylet.365117@2freemail.com**](mailto:Honeylet.365117@2freemail.com) | | c |
| **Admin Staff /Receptionist/Secretary/Office Staff/Customer Service Dept.** | | |
| Management by profession. With managerial skills, equipped with professional experience in Office works. Demonstrate continuous effort to improve self, streamline work processes and work cooperatively and jointly to provide quality results for the organization. Possess good communication skills and demonstrate professional work habits and interpersonal skills with organizing and coordinating skills.   |  | | --- | | **EDUCATION** |  |  |  | | --- | --- | | **Bachelor of Science in Office Management** |  | | Philippine Christian University Dasmarinas, Cavite PhilippinesSchool Year: 1999-2001 |  | | **PROFESSIONAL EXPERIENCE** | | | | | | |
| **Secretary / Receptionist / Admin and Customer Service Dept.**  Al Manara Educational Trading LLC.  Sharjah Building Al Khan  Sharjah UAE    **Secretary/Receptionist**  El Euwin European uPVC Windows and Doors  Hamriyah Free zone Sharjah, United Arab Emirates | **April 05, 2012-July 07,2014**  **Jan. 28, 2008 – May 03,2012** | | |
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| **Data Entry Operator**  Spectec Philippines Representative Office Inc. | **August 10, 2005-April 13 2007** | | |
| **Encoder**  HRD (S) PTE LTD | **March 2005-June 2005** | | |
| **Personal Secretary of Branch Manager**  Coco life Insurance Incorporation  **Telemarketer**  Standard Chartered Bank | **October 2003-April 2004**  **June 2003- October 2003** | | |

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| **PROVEN JOB ROLE** |

**Secretary/Admin / Receptionist / Customer Service Dept.**

* Prepare request for Quotations, Inquiries and Invoices.
* Responsible for incoming containers from Egypt and France.
* Daily updated for sales in showroom.
* Coordinate for the Incoming Book Fairs and Expo.
* Perform and prepare correspondence letters, reports and tallying for Prepared and Receiving sales from showroom using excel and words.
* Arranging for bookings scheduled of the visitors (Hotels, Visa, Airline Ticket).
* Arranging and scheduling appointments for the meetings for the Sales Staff and Managers
* Attending telephone calls (Incoming and Outgoing).
* Making staff offer letter, contract and work certificate for the new staff.
* Maintaining personal files.
* Arranging and Follow ups for the shipment and couriers (Local and International)
* Handling Administration and Miscellaneous Office Routine Tasks.
* Receive and screening for the telephone calls and provide secretarial support for typing, receive and handle internal and external mail , courier
* Coordinate for the Clients Request and Follow up for the pending quotations, payments by the Clients
* Perform confidential secretarial work, updating and safe keeping of filing some confidential documents.
* Answering all the complaints and needed by the customer needs etc.

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**Secretary/Receptionist**

* Prepare letters and proposals and other business correspondence.
* Attends / responds to clients’ enquiries by phone and e-mails.
* Prepare request for quotations of the sub-contractors and invoices.
* Conducts constant follow ups prior to request for quotations.
* Monitor all the In/Out documents for all the projects.
* Prepares reports, documents, LPO, performs filing, purchases & quotation and contracts weekly, sales reports, faxed transmission, internal memo, gate pass.
* Prepares Euwin Brochures including Sharjah Electricity and Water Authority, Certificate of VEKA, Certificate of Roto.
* Attends important phone calls and monitors incoming and outgoing office documents from email, courier and fax messages.
* Provides secretarial support to all the members in the office and customers service duties.
* Maintains and updates the filling system of the company and safe keeps confidential reports and documents.
* Deals with clients with regards to information, queries, complaints and follow ups.
* Files billing statements as well as invoice and vouchers.
* Duties also include dealing with local & foreign suppliers regarding materials for production of accessories such as; foam, silicon, glass, fly screen, architraves door stopper, door closers, decorative handles, decorative panels, Georgian bars etc.

**Data Entry Operator**

* Assists in clerical duties such as encoding data during database construction and input important information.
* Checking the quality and finishing touches of specific projects to be submitted to our clients. Prepares inventory reports, answering important calls, and filling doc.

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| **PROFESSIONAL TRAININGS AND SEMINARS** |
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| **Personal Development**   * PCU College Building * October 23, 2005   **Human Behavior Org. Seminar**   * PCU College Building * March 6, 2001   **Office Simulation**   * PCU College Building * March 14, 2000  |  | | --- | |  | | **PERSONAL DETAILS** |   Nationality : Filipino    Language : English and Tagalog  Reference : Available upon request  Visa Status : Visit Visa |
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