HANISSA MAE

Al Rigga, Dubai - UAE

Email Add.: hanissa.368816@2freemail.com

OBJECTIVES:

To be a part of a progressive and highly dynamic company, excel my undertakings within the said firm. I am eager to learn many things, can work with minimal supervision and undergo continuous learning process that will further develop my capabilities and enrich my knowledge.

WORKING EXPERIENCES:

* November 2012-Present Clean Blast International LLC

Secretary/Receptionist/Purchaser/Admin Assistant/Sales Coordinator Dubai, UAE

JOB DESCRIPTION:

* + Make the visitors feel comfortable every time they visited the office and directing visitors to their destinations.
	+ Answering visitor’s inquiriesand incoming calls on multi-line telephones about a company and its products or services.
	+ Responsible for all the incoming and outgoing emails.
	+ Responsible for all the customer’s inquiries received from email & thereafter inform the respected Sales Representative with the coordination of the Manager for taking the action & for the preparation of the Quotations.
	+ Prepares Sales Order to be issued to the Store Keeper for them to configured or assembled the various materials to meet customer’s requirement.
	+ Prepares Local and Foreign Purchase Order to be issued to the supplier.
	+ Prepares daily Report regarding the status of the quotation send to the customers and forward it to the Manager.
	+ Assist the Administration Manager for the distribution of works to the other staffs, informing the customers regarding the delivery of there products.
	+ Assist the Accounts Department in various paper works.

* Registers Incoming Fax, Outgoing files and documents received from the courier and make sure that the concern person for the document sign the Register Book.
* Register new customer to the customer file book.
* Sending documents or items to the other countries through courier.
* Coordinates with the Sales Team regarding quotation & taking them appointment with other companies.
* Ensure all documents are properly filed.

 June 2011-September 2012 AssistantTeacher

Balungao, Pangasinan UCCP-NKG School

JOB DESCRIPTION:

* + Assisting the teacher in teaching, giving exams& in maintaining discipline.
	+ Motivating pupils with enthusiastic, imaginative presentation.
	+ Providing feedback to parents and careers on a pupil's progress at parents
* November 2010 – May 2011 Secretary/Personal Assistant

Doha, Qatar Foodworld WLL

JOB DESCRIPTION:

* Make the visitors feel comfortable every time they visited the office and directing visitors to their destinations.
* Answering visitor’s inquiriesand incoming calls on multi-line telephones about a company and its products or services.
* Coordinate with the supplier regarding the delivery of products.
* Take the minutes of meetings and prepare meeting documents for review.
* Check and inform the Manager with his schedules and appointments.

• September 2007 – October 2010 Secretary/Personal Assistant Balungao, Pangasinan Local Government Unit of Balungao

JOB DESCRIPTION:

* Receive or greet any visitors, answer telephone calls (Multi-Tasking)
* Preparing Purchase Order to be issued to the suppliers.
* Update daily schedule of the Municipal Mayor (Right Hand)
* Maintaining files of paper documents,
* Arrange the catering for a typical lunch meeting.

 April 2007 – July 2007 Receptionist

Philippines Remnant Secondary School

JOB DESCRIPTION:

* Answers phone calls in a pleasant, informed manner for the purpose of providing information and creating a good image of the school
* Greets all incoming students, families and guests respectfully and professionally
* Provides for children’s personal needs such as attending to those who are sick or hurt; administering medications as prescribed by a physician in accordance with training and authorization
* Receives and refers visitors, takes telephone calls and messages, and provides routine information upon request.

SPECIAL SKILLS

* Computer Literate (MS Word, MS Excel, MS PowerPoint, Internet, Microsoft Outlook)
* Knows how to operate Comrade Accounting System & FACTS ERP Software

ABILITIES

* Can work under pressure
* Hardworking
* Fast learner
* Can work independently
* Can do Multi-tasking job

CERTIFICATE/LICENSES

* Certificate of Eligibility January 2007

EDUCATIONAL BACKGROUND

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| • | COLLEGE |  | : | Bachelor of Science in Secondary Education |
|  |  |  |  | Major in Social Studies |
|  |  |  |  | Urdaneta City University |
|  |  |  |  | Urdaneta City, Pangasinan |
|  |  |  |  | 2007 |
| • | HIGH SCHOOL |  | : | Balungao National High School |
|  |  |  |  | 2003 |
| • | ELEMENTARY |  | : | Balungao Central School |
|  |  |  |  | 1999 |
| PERSONAL INFORMATION: |  |
| Date of Birth | : | January 31, 1987 |
| Age |  | : | 29 |  |
| Place of Birth | : | Balungao, Pangasinan |
| Civil Status | : | Married |
| Height |  | : | 5’2 |  |
| Weight |  | : | 50kgs. |  |
| Nationality | : | Filipino |  |
| Religion | : | Protestant |
| Language | : | English, Filipino, |

LECTURES/SEMINARS ATTENDED

|  |  |  |  |
| --- | --- | --- | --- |
| • | Leadership Training | - | April 2011 |
|  |  |  | Doha, Qatar |
| • Human Resources & Management Training | - | December 2010 |
|  |  |  | Doha, Qatar |
| • Team Building and Social Graces | - | December 2009 |
|  |  |  | Baguio City |
| • | KalihimngSanggunian: KabalikatngLahat | - | June 2009 |
|  | TungoSaMahusaynaPamumunoNgayon at |  | Pampanga |
|  | Bukas |  |  |

I hereby certify that all statement written above are true and correct to the best of my knowledge and belief.

HANISSA MAE

Applicant