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| **MARY**

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| EMAIL**mary.374384@2freemail.com**C:\Documents and Settings\maryg\My Documents\My Pictures\doday.jpg |
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| ObjectiveTo work in a challenging environment with vast opportunities necessary for growth and career development for the company. |
| SkillsKnows:Microsoft WordMicrosoft ExcelMicrosoft Power Point |

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| Experiencehttps://res.cloudinary.com/wlabs/image/upload/lobtudj238tw3gkbm33j.pngAdmin. assistant/receptionist/travel desk coordinator leisure unlimited llc 01 April 2009 - Present* Arranging all the vacation, business & recruitment booking of the company staff.
* Responsible for all business travel allowances & reimbursement.
* Keeping all files & records updated.
* Making the LPO’s & all travel reports.
* Arranging Hotel bookings (for Business Trip).
* Organizing all Admin. Paper works.
* Provides information by answering questions & request.
* In charge of the petty cash flow.
* Assisting the COO if the P.A is on vacation.
* In charge for office decorations for any occasions.
* Always welcome the guests with a smile.
* Receiving & attending telephone calls/call backing.
* Controls the in & out of documents to be delivered to Fitness First Clubs/Clients.
* Scheduling of courier person for pick up/delivery.
* Handling incoming & outgoing fax.
* Interact with the suppliers on a day to day basis.
* Prepares & sort all outgoing & incoming documents & mails.
* Maintain the cleanliness & good ambiance of reception.
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| EDUCATION |

DIPLOMA IN BACHELOR DEGREE OF ELEMENTARY EDUCATIONUniversity Of Saint Anthony Iriga City, Philippines2002 - 2006PERSONAL DETAILS Nationality : Filipino Civil Status : Single Visa Status : Residence Visa Address : Dubai UAE |