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| **MARY**   |  | | --- | |  | | EMAIL [**mary.374384@2freemail.com**](mailto:mary.374384@2freemail.com) C:\Documents and Settings\maryg\My Documents\My Pictures\doday.jpg | |  | |  | |  | | Objective To work in a challenging environment with vast opportunities necessary for growth and career development for the company. | | Skills Knows:  Microsoft Word  Microsoft Excel  Microsoft Power Point | |  | |  | | --- | | Experiencehttps://res.cloudinary.com/wlabs/image/upload/lobtudj238tw3gkbm33j.pngAdmin. assistant/receptionist/travel desk coordinatorleisure unlimited llc01 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. | | EDUCATION |  DIPLOMA IN BACHELOR DEGREE OF ELEMENTARY EDUCATIONUniversity Of Saint AnthonyIriga City, Philippines 2002 - 2006 PERSONAL DETAILS Nationality : Filipino  Civil Status : Single  Visa Status : Residence Visa  Address : Dubai UAE |