**MENCHIE** Email- ID: menchie.376510@2freemail.com

Mobile: **+971 505891826**

HIGHLIGHTS:

* Email and phone Correspondence

**ADMINISTRATIVE ASSISTANT:**

* Basic Accounting and

Auditing

Energetic results-oriented Administrative Assistant eager to bring strong

Administrative skills to a growing company in need of top-level support. Recognized as a motivator and mentor, experienced in planning and implementing Of successful corporate strategies. Excellent organization, communication, and Relationship building skills. Articulate and friendly with a professional demeanor.

* Document management
* Quotation and Invoicing
* Petty Cash Handling
* Client Coordination
* Bank transaction

**WORK EXPERIENCE:**

***MICRODATA TRADING CO****. May 2017-present*

ADMINISTRATIVE ASSISTANT

United Arab Emirates

**RESPONSIBILITIES**

* Microsoft Office Suite

**TRAINING**

* FRONT OFFICE INTERCRUISES HOTEL AND RESTAURANT MANAGEMENT Training centre.
* Basic Hygiene training – Dubai International Airport Hotel
* NCII –Food and Beverages
* NCII –House keeping

|  |
| --- |
| * Assisting in the collection and resolution of past due accounts.
 |
| * Manage and promote business relationships with new / existing

customers |
| * Assisting in the collection and resolution of past due accounts.
 |
| * Manage and promote business relationships with new / existing

customers |
| * Cash and cheque deposit in the bank
 |
| * Look after weekly/monthly reports
 |
| * Cash Handling.(cash, down payment and cash cheque receipt and billing)
* Verification of purchase invoices with reference to purchase orders with quantities, purchase price and other supporting documents etc
* Data Entry of petty cash vouchers, sales invoices, payment Vouchers, purchase invoices, Parking, Petrol, Quotation, LPO and SRV.
* Filing of credit Invoices
* Daily control of cash and cheque
* Verifies receipt of items by comparing items received to items ordered; resolves shipments in error with suppliers.
* Authorizes payment for purchases by forwarding receiving documentation.
* Keeps information accessible by sorting and filing documents.
 |

# 1

**IT - SKILLS**

* MS WORD
* EXCEL
* POWERPOINT
* OUTLOOK

*ELIOTEC L.L.C (Partner of WAREMA International GmbH, Germany)*

FRONT DESK SECRETARY/ADMIN ASSISTANT December 2015-April 2017

United Arab Emirates

## RESPONSIBILITIES:

* Greet visitors and employees courteously and cater for their special request, Needs and complaints.
* Managed receptionist area, including greeting visitors and responding to Telephone and in-person request for information.
* Answer incoming telephone calls; operate multi-line telephone system.
* Handle all media and public relations inquiries.
* Maintain the front desk and reception area in a neat and organized fashion.
* Made copies, sent faxes, and handled all outgoing correspondence.
* Manage a variety of customer service and administrative tasks and purchasing Products.
* Utilize a variety of databases and applications to verify applicant information Prepare incoming and outgoing mail and packages.
* Order, receive and maintain office supplies.
* Responsible to make a call’s and mail on behalf of managers to communicate Information to customers to schedule appointments or to follow up on inquiries.
* Responsible to manage customers files, all employees files and all important Documents in an office (keeping files in a proper order and using a local filling System for easy storage and retrieval are keys to successful files)
* Received and distributed faxes and mail in a timely manner.

***DUBAI INTERNATIONAL (DUBAI AIRPORT)***

RECEPTIONIST March 2015 to December 2015

United Arab Emirates

## RESPONSIBILITIES

* Answer incoming calls and assist with confirmations, room need requests, and queries.
* Explain hotel products, service and other information about the hotel and airport as requested.
* Greet guests warmly and perform registration procedures.
* Provide guests with appropriate room assignments, room keys, directions to the rooms, while up-selling when appropriate.
* Verify and securing payment for stay including incidental costs by obtaining credit or debit information.
* Assist guests with issues and complaints, with empathy and a focus on guest satisfaction. Use Duty Manager support when necessary.
* Post charges to guest accounts as designated.
* Facilitate guest departures providing accurate statements and ensuring guest satisfaction and collecting all payments due.

# 2

## EDUCATION:

HOTEL AND RESTAURANT SERVICES

*THE UNIVERSITY OF MANILA*

**PERSONAL DETAILS**

AGE & DOB: 23,31ST OCT, 1993.

SEX: FEMALE

NATIONALITY: FILIPINO

MARITAL STATUS: SINGLE

VISA STATUS: ON EMPLOYMENT VISA

LANGUAGES: ENGLISH, FILIPINO

**DECLARATION**

*I hereby declare that information furnished above is true and correct to the best of my Knowledge And belief.*

MENCHIE

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