|  |  |
| --- | --- |
| **MARGIE**  | Margie.383057@2freemail.com  |



**OBJECTIVE**
To excel in my chosen field in a job that both challenges and inspires me, while pushing me to work to the best of my abilities and produce the highest quality work that I am capable of.

|  |
| --- |
| **WORK EXPERIENCE** |
| February 2017 – July 2018  | **HR ASSISTANT, ENGLISH LANGUAGE PVT SCHOOL-OUD METHA**Monitoring and scheduling individual pay actions.Supports human resources processes by administering tests; scheduling appointments; conducting orientation; maintaining records and information.Schedules examinations by coordinating appointments.Welcomes new employees to the organization by conducting orientation.Provides payroll information by collecting time and attendance records.Submits employee data reports by assembling, preparing, and analyzing data.Maintains employee information by entering and updating employment and status-change data.Provides secretarial support by entering, formatting, and printing information; organizing work; answering the telephone; relaying messages; maintaining equipment and supplies.Maintains employee confidence and protects operations by keeping human resource information confidential.Maintains quality service by following organization standards.Maintains technical knowledge by attending educational workshops; reviewing publications.Contributes to team effort by accomplishing related results as needed. |
| April 2015—December 2016 | **RECEPTIONIST, *RAFI AGRI FOODS INTERNATIONAL- JLT***Greeted, assisted and directed guests, workers, visitors and the general publicAnswered all incoming calls and handled caller’s inquiriesProvided office support services so as to ensure efficiencyResponded to guests and public questionsReceived, directed and passed on telephone fax messagesDirected employees, guests and general public to the right staff memberMaintained a sufficient record of office suppliesProvided word-processing and clerical supportTyped and distributed correspondencePicked up and delivered the mailKept the conventional filing system and file all lettersProvided administrative services to the office HR ManagerCoordinated courier services.Perform other clerical receptionist duties such as filing, photocopying etc.Coordinated maintenance of the front desk reception area equipment, furniture, lighting, applications and brochures.Maintained a neat, tidy and pleasant appearance of the reception area. |
| October 2013—April 2015 | **OFFICE ASSISTANT *TRIDENT TRUST (COMPANY) UAE LIMITED –JLT***Tracks and records inventory of supplies and order status.Develops, modifies and maintains filing or documentation practices.Coordinated with various departments.Answered phones and transfers calls to company personnel concerned.Greeted customers and clients and directs them to appropriate company personnel.Coordinated courier services.Covers PRO during leave.Coordinated maintenance of the front desk reception area equipment, furniture, lighting, applications and brochures.Maintained a neat, tidy and pleasant appearance of the reception area. |
| June 2010—August 2013 | **RECEPTIONIST, *GREEEN WOOD TRADING DMCC -JLT***Answered, screened and directed inbound phone calls.Received and assisted clients and escorted them to correct destinations; offices, rooms or meeting rooms.Performed general secretarial duties, including – meeting scheduling, appointment set up, faxing and mailing.Took verbal and written messages and transmitted them to exact person/destination.Received and sorted email and electronic deliveries.Maintained meeting diary – manually or electronically, as required.Accepted letters and packages delivered to the front desk and distributed to appropriate staff.Handled general requests for information and data.Interacted well with the public.Handled delicate situations, such as – customer requests, special needs and complaints.Performed basic customer service functions.Perform other clerical receptionist duties such as filing, photocopying etc.Maintaining files and databases.Coordinated maintenance of the front desk reception area equipment, furniture, lighting, applications and brochures.Maintained a neat, tidy and pleasant appearance of the reception area. |
| May 2003—October 2007 | **CASHIER, *BAKER’S FAIR AND FOOD MART – PHILIPPINES***Greet customers as they enter the store.Answer questions for customers.Ring up purchases and bag them.Take payment and give back change.Run credit and debit cards.Count money at beginning and end of shift, be responsible for the money balancing.Maintain the checkout area in a clean and orderly way.Process returns and exchanges.Resolve complaints customers have.Weigh items that are sold by weight.Cash checks for customers.Stock shelves, and mark prices on shelves and items.Pay company bills by cash, vouchers, or checks. |

|  |
| --- |
| **EDUCATIONAL BACKGROUND** |
|  | ***BACHELOR OF SCIENCE IN ELEMENTARY EDUCATION (UNDERGRADUATE)*** |

|  |  |  |
| --- | --- | --- |
| **SKILLS AND ABILITIES** | * Self-motivated
* Very enthusiastic, quickly establish strong relationship
* Hardworking
* Ability to work under pressure
* Excellent administrative and interpersonal skills
* Excellent written and verbal communication skills
* Excellent time management skills and the ability to prioritize work
* Strong organizational skills with the ability to multi-task
* Friendly, reliable, sincere, trustworthy
* Excellent computer skills
* Able to work independently without supervision
* Quick learner and thinker
 |  |

|  |  |
| --- | --- |
| **PERSONAL DOSSIER** | Date of Birth: 17th December 1981Linguistic Proficiency: English, Arabic, TagalogNationality: FilipinoMarital Status: SingleGender: FemaleReligion : Seventh Day AdventistHobbies : Cycling, Playing guitar, Singing, Net SurfingVisa Status Residence (Transferable Free Zone Visa) |