**PEARLGRACE**

Pearlgrace-391373@2freemail.com

**Career Objectives:**

A hard working and dynamic person with strong interpersonal, good communication skills and organizational skills with a keen ability to multitask variety of challenges and responsibilities. Currently looking for a new direction, seeking to continue use of my professional background in a new area, eager about the challenges, possibilities and contributions to a new company.

**Career Achievements:**

* Extensive knowledge in Microsoft Office Excel, Word and Outlook. Proficient in Microsoft Internet Explorer.
* Consistently demonstrated in the ability of efficiently and effectively interact with people at all levels of management with deep sense of integrity, honestly and professionalism.
* Rapid adaptability to new problem-solving, new locations and time-efficiency.
* **Work experience:**

**Admin Secretary**

**GPW Advertising & Gifts L.L.C**

**Dubai,Deira,AlMuteena|LuLuCenter Bldg.**

**Opp.Grand Excelsior Hotel.**

**March 2017 March 2019**

**Responsibilities:**

* Direct interact with directors of the company.
* Screening calls, replying emails and enquiries.
* Client handling.
* Meeting room and conference facilities.
* Books the ticket for the staff.
* Making quotation and follow-up payment.
* Maintaining client database in excel sheets.
* Managing showroom.
* Handling Souq.com and noon.com account.
* Uploading picture and price in the E-store website.
* Follow-up client orders
* Arrange meeting for the directors with clients.
* Maintaining filling and other office system.
* Order and maintain stationary in the office.
* **Secretary and PRO:**

**Wallfort Business Consultancy FZC**

 **SAIF Zone,Sharjah,UAE**

 **November 2015 JAN 2017**

**Responsibilities:**

* Attending calls on behalf of the director of the company.
* Scheduling meeting and keeping track of the same.
* Follow-up with the client on daily basis.
* Maintaining attendance of the employee.
* Typing Application form related to visa and license procedures.
* Making quotations, invoices and receipts for the clients.
* Filling and managing entire official papers related to company and employee.
* Assisting clients and employees for in medical and visa department.
* Carrying out PRO work in visa and customs like trade license renewal, application of new company and renewal of employee’s visa, liquidation of Client Company**.**
* **Hotel Receptionist:**

**Al Ferdous Hotel Apartment**

**Sharjah, UAE**

**December 2014-August-2015**

**Responsibilities:**

* Greeted, registered and assigned rooms to guests.
* Handling phone calls related to hotel services and booking from Booking.com and Agooda.com.
* Operated CID system and Tourism Report.
* Processed guests check inn and out.
* Handling payments through cash, cheque and credit cards.
* Updating daily weekly price in Booking.com.

**Personal Data:**

Date of Birth : November 19, 1988

Age : 30

Civil status : Single

Citizenship : Filipino

Language : English, (Basic Arabic, Basic Hindi)

Hobbies : Travelling, Music, Sports, Adventure