Ms. Ara

Batangas, Philipines

Email: ara-394682@2freemail.com

**RESUME**



**C A R E E R O B J E C T I V E**

A disciplined **Front Office Executive** with outstanding multitasking abilities and immensely adept in managing facilities & administration to optimise operational efficiency.

**P R O F E S S I O N A L S U M M A R Y**

* An overall experience of more than 10 years as **Front Office Executive** with key competencies pivoting around facility management, front desk & office administration.
* Highly capable of structuring and executing innovative administrative policies as well as procedures to generate continued commitment & dedication.
* Identified as a proactive & hands-on professional who can quickly recognize obstacles, form tactical strategies and implement effective programs in challenging diverse environments.
* Demonstrated expertise in office procedures comprising handling reception desk duties, attending boardline telephone number & prioritizing work schedule.
* Great man-management, time management, and multitasking skills.

**P R I M A R Y S K I L L S**

* Front Office Management & Front Desk Reception
* Office Administration
* Facility Management
* Travel Management
* Security Management
* House Keeping Management
* MIS Management
* Procurement
* Inventory of materials and documenting Production Statement.
* Report generation of Goods Inwards,Inventory & waste management.

**P R O F E S S I O N A L E X P E R I E N C E**

**Senior Front Office Executive** @Deira, Dubai.

July, 2017 - Present

**Store/Warehouse Supervisor** @Fujairah, UAE

Jan, 2017 - Jun, 2017

**Call Center Agent** @I Solutions Global Connect,Batangas, PhilipinesNov, 2012 - May, 2014

**Secratary/Marketing assistant** @Cavite,Philipines

Jun, 2011 - Jul, 2012

**Customer Service assistant** @Tarlac, Philipines

May, 2006 - May, 2009

**Cashier/Encoder**@ Batangas,Philipines

Nov, 2000 - Nov, 2003

**Cashier/Encoder** @ Batangas, Philipines

Jan, 1999 - Aug, 2000

**P R O F E S S I O N A L E X P E R I E N C E**

**Encoder** @Trainee(OJT), Batangas, Philipines

May, 1999 - Nov, 1999

**Encoder** @Trainee(OJT), Batangas, Philipines

Jan, 1999 - Mar, 1999

**Filling Clerk** @Trainee(OJT),Batangas, Philipines

Jun, 1998 - Dec, 1998

**K R A**

**Front Office Management:**

* Efficiently managed front office relationships to assure proper information management and service standards.
* Handling management of facilities & infrastructure to ensure the cost-effective & smooth running of operations.
* Responding to enquiries and queries from the client over the phone, email or social media.
* Creating as well as managing the database of personal information.
* Accountable for attending all the calls from the clients and routing them to the concerned department or person.
* Supporting recruiting team with preliminary interview process by taking care of candidate flow and timing.
* Managing courier services, mail, postal & xerox.
* Upkeeping as well as booking of meeting rooms, conference rooms, office assignments, etc
* Organising several training sessions for the team members to heighten their performance.
* Keeping the database of attendance & leave record.
* Carrying out & supervising day to day maintenance of the building.

**Administration/Facility:**

* Managing and assuring effective communication among all staff members within the company.
* Monitoring as well as addressing day to day staff requirement.
* Finishing all office administration requirement like housekeeping, electricity, furniture, drinking water, internet, stationery, etc well within the allotted budget.
* Supervising housekeeping team by following the check list and maintaining attendance records, general upkeep and facility round.
* Handling petty cash account issues for day to day office expenses.
* Managing the food facilities like meal management, coffee & snack.
* Responsible for recruitment of team members for housekeeping.
* Keeping track & maintaining records of in-house transport vehicle followed by verifying it.
* Handling expense statements for telephone, internet dongles, electricity, etc.
* Maintaining MIS sheet for all the bills and handing them over to finance department for further processing.
* Taking care of both incoming and outgoing logistics work.
* Responsible for all the printing work like visiting card, banners, identity cards, magazines & brochures by coordinating with the graphic designer while taking administration head in the loop.

**Travel Management:**

* Making travel & hotel arrangements for the in-house staffs, be it domestic or international.
* Keeping myself in the role of a travel coordinator and rendering thorough support as well as guidance concerning tickets, hotel and other logistic arrangements for the team.
* Organising events like the annual day, birthday parties, reward & recognition function, etc.

**A C A D E M I C S**

**SECRATERIAL AND OFFICE MANAGEMENT** @AL DAR UNIVERSITY COLLEGE (Filipino Institute),AL Garhoud, Deira, Dubai. Mar, 2019

**BACHELOR OF INDUSTRIAL TECHNOLOGY** @BATANGAS STATE UNIVERSITY,Batangas,PhilipinesMar, 2001

**HIGHER SECONDARY** @ CALACA Academy,Batangas,Philipines Apr, 1997

**PRIMARY SCHOOL** @CALACA Elementary School,Batangas,Philipines Mar, 1993

**PERSONAL AFFILIATIONS:**

**MEMBER** @Association of Industrial Technology Students (AITS) **MEMBER** @ Association of Technology Oriented Math and Science Club

**S O F T W A R E S K I L L S**

MS Office (Word, Excel & PowerPoint) and Internet Applications

**P E R S O N A G E A S P E C T S**

Active & Proactive, Attentive, Compliant & Adaptive, Consistent, Detail Oriented, Enthusiastic, Honest & Hardworking, Logical, Punctual, Team Player

**P E R S O N A L D E T A I L S**

**Notice Period –** Negotiable

**Salary Expectation** -5000 AED/MONTH

**Open to Relocation –** Yes

**Marital Status –** Married

**Gender** - Female

**Languages –** English& Philipino

**R E F E R E N C E S**

**D E C L A R A T I O N**

The details provided above are accurate to the best of my understanding.

**Yours Sincerely**

**Ara**