**MARIA**

Email: maria.215792@2freemail.com

**OBJECTIVE:**

A position required an innovative challenging employment that will utilize my education and professional skills.

**TECHNICAL SUMMARY:**

Proficient with good knowledge in **MS Office (Word, Excel, PowerPoint & Outlook)** suite.

Willing to work and make positive contribution. Has an excellent ability for attention to details as well as fast completion time.

Very competitive, flexible and can handle pressure. People-oriented, hardworking person and can work more with less supervision.

Good problem solving, analyze and basic trouble shooting skills, has a strong ability to adapt, quickly to changing circumstances, direction and strategy.

**College**

**Associate in Computer Science**, June 2001 to March 2004

Saint Vincent De Paul College

Mangagoy, Bislig City, Surigao Del Sur,Philippines

**WORKING EXPERIENCE:**

**Position: Admin Secretary, *January 5, 2013 till present***

**Company: A2Z Office Supplies LLC,**

*Oud Metha, Dubai, UAE*

**Responsibilities:**

Handle incoming and outgoing calls.

Checking, receiving and sending (routing) general emails and documents.

Manage and Prepare the Quotation, Invoice, Statement of Accounts, Payment Receipt and Outstanding Statement using in excel with formula.

Manage the record and file of all projects related documents and reports.

Post/Entry the Debit/Credit in accounts books.

Prepare the cheque for payment and to purchase.

Prepared the Bank deposit, withdraw and telegraphic transfer.

Prepared Report every 15 Days/Monthly of Outstanding, Paid, Office Expenses and Bill Expenses report using in excel w/ formula.

Handle petty cash.

Operate Fax, Scan and Xerox copy Machine.

Refer / Follow-up the overdue outstanding Invoices.

Taking orders from the customers.

Take prices from the supplier.

**Position: Waitress,**Oct 17, 2011 to June 18, 2012

**Company: VATA Restaurant**

Deira, Dubai, UAE

**Responsibilities:**

Prepared all the cutleries needed for table, like spoon, fork, knife, glasses, plate, napkin, sugar, salt & pepper.

Clean the entire tables which were assigned.

Take order from the guest.

Provide information from the food menu and up selling.

Serve food and beverage to the guest.

Asked the guest if they are happy with the food or they need more.

Receive payment cheque, cash or credit card payment from the guest.

Clean the table promptly according to the sanitation standards.

Complete side duties as required including, polishing silverware, restaurant set up, &filling condiments.

**Position: Computer Encoder/Operator,** June 1, 2010 to September 9, 2011

**Company: City Treasurer’s Office,LGU**

Bislig City Hall, Surigao Del Sur, Philippines

**Responsibilities:**

Posting payments and Installed newly declared properties on Real Property Tax Account Register Card.

PreparingNotices*/*StatementofRealPropertyTaxcollections*,* IntactBill *(*Manualand System), Individual Billing and 0%/Tax Clearances

Encode Abstract on Real Property Collection every month (2011) and Encoding Assessment/Ledger in Real Property Tax Administrative System.

Doing other related worksasdirectedbythehighersupervisor.

**Position: Payment In-charged/ Collector/Sales Clerk,** July 1, 2007 to December 23, 2008

**Company: Asia Glass Palace Inc.,**

R. Magsaysay Avenue,General Santos City, Philippines

**Responsibilities:**

Entertain the customer and Clients.

Answering phone calls and operates Xerox and fax machine.

Collect the cheque or cash to the client outside.

Prepare the Statement of Account

Prepare the Payment Receipt.

Manage cash and responsible for recording and filling of all projects related documents and reports.

**Position: Secretary/Personal Assistant,** June 2005 to June, 2007

**Company: Alvizo Production Agency/ Radyo Natin FM Station**

 **Legislative Office/LGU**

 Bislig City Hall,Bislig City, Surigao Del Sur, Philippines

**Responsibilities:**

Manage for recording and filling of all projects related documents and reports.

Monitoring of Accounts and Updating Monthly Cash Receipt Book

Responsible for all incoming invoices, issuing purchase orders, payment vouchers, and other documents

Entertain the clients and the customers coming in and out of the office.

Answers phone calls and operates Xerox and fax machine.

**Training Attended:**

**COMPUTER HARDWARE SERVICING NC II**, June 13, 2009 to August 18, 2009

**TESDA** (Technical Education and Skills Development Authority)

**STIP** (Southern Technological Institute of the Philippines)

Mangagoy, Bislig City, Surigao Del sur,Philippines

**COMPUTER PROGRAMMING NC IV**, April 21, 2009 to May21, 2009

**TESDA** (Technical Education and Skills Development Authority)

**Andres Soriano College**

Mangagoy, Bislig City, Surigao Del Sur,Philippines

**Personal Data**

Birthday September 30, 1980

Citizenship Filipino

Address Dubai

Visa Status Employed Visa/Until January 14, 2015