

***Noda***

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*A team player, with a commitment to customer service, who possesses a long track record of working in various administrative roles, coupled with good PC skills and the ability to communicate confidently at all levels. I have a highly organized approach, plenty of initiative and a genuine desire to contribute to the ongoing success of the Office. Has a reputation for delivering a high quality, personal service to both junior and senior work colleagues. I also have a strong background in general administration along with experience of working within a customer focused company. Right now I am looking for a key support role where I will have responsibility for the administrative processes within the Office.*

***SUMMARY***

*Profile : Female, 31, Single*

*Nationality : Filipino*

*Current Location : 305 Al Wasl Aqua Al Karama, Dubai*

***EMPLOYMENT HISTORY***

*November 2012- November 7, 2015 -****Facility Assistant/Coordinator- Events Community & Social Activity***

*Education City-Qatar Foundation, Recreation & Community Doha, Qatar*

***CUSTOMER FOCUS***

* *Answer telephone, takes messages (to include caller’s name, telephone number, time and date of call), respond to requests, forward information to other staff members. Type memos, correspondence, reports, and other documents as requested.*
* *Respond to all inquiries coming in, provide any general information about programs/services offered by Community and Recreation.*
* *Ensure that IPADS/E-notices Boards having all appropriate information/date information/flyers/schedules etc. Post announcement/update regularly for various events and activities.*
* *Knowledgeable about facility services, providing families and/or prospective residents with tours and/or facility information*
* *Create and maintain an atmosphere of warmth, personal interest and positive emphasis.*

***SOCIAL MEDIA/MARKETING***

* *Create/ design flyers for various activities to generate interest amongts students and community.*
* *Coordinates programs and activities with input from participants and staff responds to public inquiries and complaints; creates notices/notice Board ads/message templates, letters brochures, calendars and media releases regarding recreation programs and activities for publication and distribution like (Maktabi Announcement & E-Newsletter/E-Notice Boards)*
* *Generate ''narratives, blurbs and tweets to advertise various events and activities for Facebook, twitterand annoucements. Ensure that webpage, portal are correct and uploading flyers are updated.*
* *Update events calendar and Group Fitness Class.*

***ADMINISTRATIVE***

* *Provides administrative support to the department. Duties include but are not limited to: organizing meetings, social functions, coordinating agendas, researching issues, taking minutes, tracking action item completion, and managing other administrative requirements as assigned.*
* *Researches, writes and coordinates department annual reports, tactical plans, briefing notes, and presentation materials activities. Oversees and coordinates administrative and office Establishes, selects, implements, and coordinate office procedures and office activities.*
* *Managing registration system but limited to; registering students and handle financial transactions reconcile daily receipt and process all payment types, and process all check outs including resolving any late and disputed charges*
* *Familiarity with operating various forms of office equipment including photocopier, scanner.Competency in use of software programs including MS office/word/Excel and Powerpoint*
* *Data reconcilliation of all attendance for RECREATION classes as well as status.*
* *Reports Incidents, comments/feedbacks from end users and sort it to their direct personnel such as Supervisors and management.*
* *Do the Building Maintenance checks and work with Facility Management (FM) to get all related building Maintenance issues both Civil related and Building solved.*
* *Request all the Building maintenance through CAFM- ARCHIBUS system in regards with all building concerns both civil and building solved.*
* *Prepare requisition/Receive items and maintain adequate inventory of office supplies, sports items, make sure that inventory are carried out as per plan schedule and notify it direct on the supervisor.*

***APPOINTMENTS***

* *Updating the system and ensure that there is no over.Appointments for Massage and accepting card payments.*
* *Keep a watch for cancellations and ensure that they are being done within the time frame allotted, or send them an email and book the staff or the students.*
* *Schedule and confirm appointments of suppliers/coaches and supervisor.*
* *Control reservations and approved bookings of all available spaces using system (Gymnasiums, studios, squash courts, tennis courts etc.),*

***Quality Control Inspector*** *Pasig City, Philippines, AVON Productsune 2011-January 2012*

* *Ensure that products manufactured by the workers are meet the certain quality standards and are safe to sell.*
* *Keep a record of problems, find and send defective products back for repair.*
* *Monitor inspection of the equipment’s and process of production, as well as record and analyze quality data.*
* *Responsible for declaring that a product is not safe or is not of the specified quality.*
* *Facilitate a meeting with the workers to work out the root cause of the problem and to decide whether current processes need to be changed and detailed some recommendations for improvement.*

***OFFICE STAFF/Admin Assistant*** *Quezon, City Philippines, Star Paper Corporation July 18 2010- March 2011*

*Duties and Responsibilities*

* *Creating, filling and maintaining office documents*
* *Accompanying the employer to conferences and meetings*
* *Overall office keeping: maintain the inflow and outflow of goods (food, paper, pens, pencils, notepads etc.), Request for repair and maintenance of office equipment and other major conditions of the equipment operating system.*
* *Receive, store and maintain inventory of office supplies and equipment,*
* *Receive and sort mail and other packages.*
* *Maintaining the confidentiality in all aspects on the company in terms of dealing and working.*
* *Carry out and perform duties as per instruction of the department.*

***ON THE JOB TRAINEE***

***HR Assistant-*** *Andaman Group of Company, Man Power Resource Development Office, Lucena City Philippines*

***Job Description:*** *I had the following responsibilities: answer calls routed to the office, perform general clerical duties to include but not limited to: photocopying, faxing, emailing, reviewing and editing of documents, filing and record keeping.*

***Teacher Assistant*** *- Mary hill College Preparatory-Lucena City, School Guidance Department*

***Job Description:*** *Type various correspondence and reports from rough draft and compiled data, research and gather materials, assemble reports, and maintain and retrieve database information.*

***SPED Teacher Assistant****- SPED for Autism, Global Delayed, Down Syndrome (Harvest of Hope Foundation) Lucena City’, Guidance Department*

***Job Description:*** *Familiarize with the material their students are covering in class, discuss students’ progress with teachers, so they need to be able to communicate well. Explain information to students in a way that meets each student's learning style, working with students of different abilities and backgrounds. Interact with a variety of people, including teachers, students, parents, and administrators develop, good working relationships with the people I had work with.*

***EDUCATION***

* ***AB- PSYCHOLOGY*** *(BACHELOR’S DEGREE)*

*Southern Luzon Polytechnic College*

*Lucban, Quezon -Philippines*

*Jun 2003 – April 2008*

* ***DIMPLOMA IN ARTS (PSYCHOLOGY****,* ***VOCATIONAL COURSE)***

*Infanta, Quezon- Philippines*

*Jun 2001 - Apr 2003*

***COMPUTER SKILLS & EXPERTISE***

*Computer Proficiency: (Microsoft Excel, Word Processing and Typing, Microsoft PowerPoint, Microsoft Outlook, Microsoft Publisher)Dynamic Organizational skills, Ability to work on own initiative, Capability of communicating effectively, Excellent Organizational Skills, Self-Motivated and multi-tasking*

***TRANING ATTENDED***

*August 22, 2015* ***CUSTOMER SERVICE TRAINING***

***Q****atar Foundation-Recreation Centre, Doha Qatar*

*August 12, 2015* ***HSE Awareness session based on OHSAS 18001-2007 & EMS ISO 14001-2004***

***Risk Assessment Training***

*Al Qurm Hall, Recreation and Community Building*

*Qatar foundation, Education City*

*March 11, 2014* ***Risk Assessment Training for Safety Awareness***

*Awsaj Recreation, Qatar Foundation*

*Building II Doha, Qatar*

*June 19, 2014* ***CAFM TRAINING (ARCHIBUS SYSTEM)***

*Qatar Foundation, Education City Clubhouse Doha, Qatar*

*June 23, 2013* ***BASIC CPR & FIRST AID*** *ID Validity: July 2016*

*Venture Gulf Training Centre, Doha, Qatar*

*May 15, 2013*  ***CUSTOMER SERVICE TRAINING***

*Qatar Foundation-Recreation Centre, Doha Qatar*

*Mar 3 – 4, 2013* ***HEALTH AND ENVIRONMENT AWARENESS TRAINING***

*Qatar Foundation-Clubhouse Recreation, Doha Qatar*

*Jan 15 – 16, 2013* ***SECURITY AND SAFETY AWARENESS***

*Qatar Foundation-Clubhouse Recreation, Doha Qatar*

*Dec 12 – 13, 2012* ***SECURITY AWARENESS TRAINING***

*Qatar Foundation-Recreation Centre, Doha Qatar*