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 **Gulfjobseeker.com CV No:**  255584

E-mail: gulfjobseeker@gmail.com

 **Registered Teacher** (*Philippines*)

**PROFESSIONAL PROFILE**

A hard working, flexible, dedicated and focused Administrative Assistant knowledgeable of all office functions. Excels at multi- tasking in a fast- paced environment, completing tasks within time. Answers a high volume of incoming calls while handling in person inquiries from clients and colleagues. Proficiency in MS Word, Excel, Outlook and PowerPoint.

Looking for a suitable organization that rewards hard work and offers a genuine opportunity for progression.

**WORK EXPERIENCE**

GJS-M Customs Brokerage ∙ Jun 2012- Sept 2015 ∙ *, Cebu 6000*

 **Administrative Assistant**

* Performs administrative and office support activities
* Meeting and greeting clients and visitors to the office or via phone calls
* Accurately taking messages and then distributing them to recipients
* Raising orders, processing invoices, delivery dockets and recipients
* Typing information into computer database
* High level of focus and attention to detail and accuracy in a repetitive environment
* Obtained signatures for financial documents

 Sunrise Driving School Iligan City∙ Dec 2011- Apr 2012∙  *, LdN 9200*

 **Receptionist**

* Manage the reception area
* Greeting visitors
* Handle all media and public relations inquiries; politely responding to queries
* Answering, screening, forwarding phone calls and emails
* Execute follow-up for meetings

**Part time**

 (Online Based)

**KEY SKILLS/ EXPERTISE**

* Commercially aware
* Communication skills – Very Good
* Cost control
* Customer service
* Dedicated team player
* IT skills
* Organization
* Time Management

**EDUCATIONAL BACKGROUND**

2011 Mindanao State University- Iligan Institute of Technology

 Tibanga, Iligan City Philippines 9200

Bachelor of Science in Education (BSE)

 Major in General Science