Vanda

Vanda.268300@2freemail.com

**Office Staff / Administrative Assistant**

**Profile Summary**

I am skilled and self-motivated individual with 2 years experience in handling administrative tasks and phone calls. I am enthusiastic self-starter with strong secretarial and communications skills. Proven academic and professional achiever, possess unique clerical and computer skills required to assist the executives and organization to achieve its mission.

**Highlights**

* Excellent computer skills (have strong working knowledge of MS Word, Outlook, Excel and database management)
* Outstanding communication and interpersonal skills
* Organizational Skills and detail Oriented
* Handle Politics and Confidentiality
* Great team player
* Microsoft Office proficiency
* Excel spreadsheets
* Meticulous attention to detail
* Time management
* Advanced MS Office Suite knowledge

**Objectives**

1. To continue my career with an organization that will utilize my management, supervision & administrative skills to benefit mutual growth and success;
2. To secure a position in an environment that offers a greater challenge, increased benefits for my family, and the opportunity to help the company advance efficiently and productively;
3. To look for a new experience in a different working environment that will enable to develop my personality in working with various nationalities.

**Career Snapshot**

**Customer Service Agent**

September 2, 2014 to March 21, 2016

**Onehalf Staffing Solutions** – Legazpi City, Albay, Philippines

* Responsible in addressing customer queries through phone calls and e-mails
* Updating freight management system
* Creating and sending reports to clients
* Doing follow up calls
* Organizing and booking delivery schedules
* Back up team members for urgent tasks

**On-the-Job Trainee**

July 2013 to September 2014

**Tabaco City Police Station** – Tabaco City, Albay, Philippines

The team developed a fully operational Crime Monitoring System and Personnel Information System used for the daily transaction of one of the branches of the Philippine National Police.

 **System Features**

* Crime monitoring system for PNP Tabaco which includes the process of investigation from filing of complaints until arresting of suspects and allows archival and retrieval of information about different crimes and criminals.
* Profiling of the PNP-TCPS personnel that securely stores the personal information of all employees
* Automated a system that generate accurate reports such as crime statistics report, monthly and annual crime reports, profiles of arrested persons and others that can be easily updated based on the changes.
* Have a secured system for the protection of critical files and documents of the agency.

**Clerical Aid**

April 2010 to May 2010

**Tabaco City Water District** – Tabaco City, Albay, Philippines

* Meet and greet customer's of the agency
* Provide administrative assistance to the manager
* Update monthly reports of the office
* Compile and organize office files with confidentiality
* Wrote reports and correspondence from dictation and handwritten notes.
* Planned meetings and prepared conference rooms.

**Education**

***Bachelor of Science in Information Technology***, 2014

*Bicol University*, Legazpi City, Albay, Philippines

**Professional Development**

* Attended seminar for Philippine Youth Congress in Information Technology in University of the Philippines, Diliman, Quezon City dated September 11- 12, 2012
* Attended seminar- workshop on Business Communication in Legazpi City, Philippines dated February 25, 2014
* Attended Personality development seminar in Bicol University Philippines dated November 13,2012

**Personal Details**

* Place of Birth: Tabaco City, Albay, Philippines
* Date of Birth: 16th of September 1993
* Present Resident in Bur Dubai, Dubai, United Arab Emirates
* Sex: Female
* Status: Single
* Hobbies: Reading books, Surfing the internet, Dancing
* Visa Status: Visit Visa (for 3 months)

I hereby certify that the above information are true and correct to the best of my knowledge and belief.