**IRISH DIANE AGUINALDO FAUSTINO**

**CAREER OBJECTIVE**

To obtain a position of responsibility that utilizes my operation management, program development, and keen to work in an environment where I can contribute my knowledge in the optimum profitability of the organization.

**PERSONAL PROFILE**

* Motivated, driven and focused on achieving in a fast paced environment.
* Have a competitive attitude and can thrive under pressure.
* Well organized, eager to learn and pro- active.
* Excellent communication and presentation skills
* Able to work alone without supervision and as part of successful of the team.
* Having the necessary drive and enthusiasm required for a tough competitive industry
* Having a creative, analytical, practical and thorough approach to resolving issues.
* An efficient, organized and approachable person who is always willing to help work colleagues.
* Possessing fast and effective secretarial skills, and having a strong administrative background with knowledge of the latest office management techniques and experience of using specialist software packages.

**EMPLOYMENT EXPERIENCE**

**Administrative Executive** Class Worldwide General Trading

May 2015 to July 2016

Dubai UAE

* Receive and assisting visitors / guest
* Managing telephone calls such routing phone calls to appropriate parties, sending faxes and emails and opening distributing mail within an office.
* Provides payroll information by collecting time and attendance records.
* Maintains employee information and Documents such as Passport, Visa copy, ID’s copy.
* Filling the leave forms and keeping a track of the leave taken.
* Screening the candidates by conducting telephonic or personal interviews.
* Encouraging the employees to provide reference for better prospects.
* Maintaining and updating the database of the employees.
* In charge in applying for JAFZA Pass.

**Secretary to the Group Parts Manager** Al Habtoor Motors LLC

March 2013- 2015

Dubai UAE

**Secretary to the Group Retail Operation Manager** EMKE Head Office (LULU Group)

November 2011- February 2013

Abu Dhabi UAE

* Receive and assisting visitors/ guest
* Managing telephone calls such routing phone calls to appropriate parties, sending faxes and emails and opening distributing mail within an office.
* Creating spreadsheet, draft, edit correspondence and reports, prepare presentations and using desktop publishing software.
* In charged in keeping and getting the schedules for the Retail Operation Manager’s
* Personally arranging of their Business travel including booking flights, hotel rooms and securing rental vehicles.
* Preparing the quotations for all equipment that is ordering from the supplier, correspondence & transmittal records.
* Keeping all documents by its catalogue and numbers
* Monitoring, amending, rectifying of employee’s attendance and approving overtime with the authorization of the superior.
* Managing the Incoming and Outgoing documents.
* Ordering and maintaining stationery and equipment supplies.
* Performs other work as required by the Manager’s

**Cashier** Emirates General Market

February 2008- November 2011

Abu Dhabi UAE

**Service Crew/ Cashier** French Baker

October 2006- April 2007

SM Bacoor, Philippines

* Welcome customer into the stores; initiate the sales process, offer them qualified advise on the available products, recommend/demonstrate appropriate products; and promote cross selling with a view to meet’s customer needs.
* Communicate to the customers the information on special offers.
* Merchandise goods prominently on the shop shelves and display units, replenishing stock as often as required.
* Update product knowledge, follow latest trends to provide confident relevant advice to customers and gather market intelligence to learn about competition / stay ahead of it.
* Remit cash and make cash report everyday for the accounts department.
* Controlling the budget of Petty Cash.
* Maintain personal grooming as per the brand standards to represent a positive image.
* Comply with all the company policies and procedure.

**KEY SKILLS**

* Reporting
* Documentation
* Management
* Coordination
* Work Ethic
* Planning and Preparation
* Self Discipline
* Customer Relation
* Telephone Etiquette
* Analytic

**EDUCATIONAL BACKGROUND**

**Tertiary Level** PATTS College of Aeronautics

Sucat ParaÑaque City

**Bachelor of Science in Tourism**

2004-2006

**Secondary Level** Bacoor National High School Molino Bacoor, Cavite

2000-2004

**Primary Level** Bayanan Elementary School

Bayanan Bacoor, Cavite

1994-2000

**PERSONAL INFORMATION**

Date of Birth : 13 November 1987

Sex : Female

Status : Single

Religion : Catholic

Citizenship : Filipino

Height : 5 ft. 7 in

**Job Seeker First Name / CV No: 1838598**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

