CURRICULUM VITAE

**LEDA**

Leda.370685@2freemail.com

**CAREER OVERVIEW**

15 years of experience in Office Administration with excellent achievement record. Worked mainly for companies based in Philippines. Now seeking challenging position in UAE.

**PROFESSIONAL EXPERIENCE**

**Administrative Assistant** - Local Government Unit- Philippines **12 years** (2003 to 2015)

***Key responsibilities:***

* Answer and direct phone calls
* Organize and schedule appointments
* Plan meetings and take detailed minutes
* Write and distribute email, correspondence memos, letters, faxes and forms
* Assist in the preparation of regularly scheduled reports
* Develop and maintain a filing system
* Update and maintain office policies and procedures
* Order office supplies and research new deals and supplies
* Book travel arrangements
* Provide general support to visitors and clients
* Act as the point of contact for internal and external clients
* Liaise with executive and senior administrative assistants to handle request and queries

**Secretary cum Receptionist**- SB Local Government Unit- Philippines **3 years (**1999 to 2002)

***Key Responsibilities:***

* Greet and welcome guests as soon as they arrive at the office
* Direct visitors to the appropriate person or office
* Answer, screen and forward incoming phone calls
* Ensure reception area is tidy and presentable, with all necessary stationery and materials (pens, forms and brochures)
* Provide basic and accurate information in-person and via phone or email
* Receive, sort and distribute daily mail/deliveries
* Maintain office security by following safety procedures and controlling access via the reception desk
* Order front office supplies and keep inventory of stocks
* Update calendars and schedule of meetings
* Arrange travel and accommodations, and prepare vouchers
* Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing
* Manage the daily/weekly/monthly agenda and arrange new meetings and appointments

**SKILLS**

* Proficient in Microsoft Office (MS Word, MS Excel, MS Power point)
* Typing speed of not less than 60wpm
* Effective written and verbal communication skills
* Strong organizational skills with the ability to multi task and prioritize tasks
* Time-management skills
* Excellent interpersonal skills
* Analytical and problem solving skills
* Attention to detail and high level of accuracy
* Hard working and can manage to work under pressure
* Ability to work independently and as a team player
* Knowledge of Office management systems and procedures

**EDUCATION**

* Master in Public Affairs major in Local Governance

and Development Philippines in 2011

* Bachelor of Science in Computer Science

Philippines in 2008

**PROFESSIONAL QUALIFICATIONS**

Government Examinations Passed/Licenses:

|  |  |  |
| --- | --- | --- |
| Real Estate Appraiser | : 30 | August 2015 |
| Real Estate Broker | : 18 May 2015 |
| Licensure Exam for Teacher | : 11 | March 2012 |
| Civil Service Professional | : 27 | May 2012 |

Civil Service Sub-professional: 17 January 2001

**TRAININGS** (other than job related)

* Call Center Training
* Housekeeping NC II

**PERSONAL DETAILS:**

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| --- | --- | --- |
|  |  |  |
| Citizenship | : | Filipino |
| Gender | : | Female |
| Marital Status | : | Single |
| Visa Status | : | Visit Visa |

**DECLARATION**

I hereby certify that above information is true and correct.