

**AIDES**

Email Address: aides.380852@2freemail.com

PROFILE SUMMARY :

A self-motivated, hardworking, flexible and honest with knowledge in handling clerical works, dealing with people to their queries.Have an ability to improve positive attitude with colleagues as well as assist in the maintenance and development of the company.

**WORK EXPERIENCES:**

**MODERN BULDING AND MAINTENANCE CO. LLC/ MASHREQBANK – Treasury & Capital Markets Dept.**

**Al Ghurair Center – Al Riqqa, Dubai, UAE**

January 2016 – Present

**Receptionist**

Welcoming clients and guest.Assisting clients to their meetings. Received and sending internal and external mails. Received and sending emails for the staff queries. Responsible for the reimbursement of local and international travel of the staff.Responsible for accomplishing clerical works as well as filling documents.Responsible in logging maintenance complaints and report to the allocated vendor.

**ZABEEL LADIES CLUB**

**Oud Metha, Deira, Dubai, UAE**

November 2014 – December 2015

**Office Assistant**

Assisting staff to their day to day transaction.Accepts deliveries from the supplier.Responsible for the disbursement of the checks for supplier.

**I.V PHARMA**

M.L. Quezon St., Antipolo City

January 2012 – August 2014

**Bookkeeper/Cashier**

Accepts cash payments from the customers.Accepts deliveries from supplier. Maintaining the book of accounts of the pharmacy, keep track of the daily sales.

**ABUNDANT LIFE REALTY**

Antipolo City

**Sales Consultant**

January 2008 – January 2012

Assisting clients regarding to their property preference.

**ARAMAN BOUTIQUE**

Beirut, Lebanon

February 2005 – August 2006

**Cashier**

Received cash payment from customers from time to time.

**LEAFRIENSER COPY & PRINTING CENTER**

Lopez, Quezon

December 2003 – April 2004

**Secretary/Cashier**

Accepts cash payment from the customers.

**NATION GASOLINE CORPORATION**

Tulo, Calamba, Laguna

November 2002 – November 2003

**Cashier**

Receive cash payment from customers from time to time.

**ROYAL STAR APPLIANCE MARKETING, INC.**

Parian, Calamba City (049) 545-1050

October 29, 1995 – January 30, 2001

**Secretary/Cashier**

Responsible for accomplishing clerical works as well as filling and typing sales invoices for customers. Accepts cash and check payment from the customers.Accepts incoming and outgoing calls. In-charge in monitoring stock controls.

**EDUCATION:**

College

Laguna College of Business and Arts

**BS Accountancy**

1998 undergraduate

Secondary

Ignacio Villamor High School

Pasig Line, Sta. Ana, Manila

1995

**SEMINARS AND TRAININGS ATTENDED:**

* **Certificate in HR-Admin Course – Sites Power Institute/Filipino Institute** July – September 2016 – 2108 Al Batha Tower, Corniche, Sharjah, United Arab Emirates
* **Certificate in Secretarial Course – Sites Power Institute/Filipino Institute** May – July 2016 – 2108 Al Batha Tower, Corniche, Sharjah, United Arab Emirates
* **PERSONALITY ORIENTATION**

Barangay Sitio Hall Asia 1, Brgy. Canlubang, Calamba City

February 2009 – March 2009

* **CUSTOMER RELATION SEMINAR**

Lazaro Group of Companies Conference Hall, Kaakbay Finance Corporation Bldg., Parian, Calamba City January 2001

**PERSONAL DATA:**

Name : **AIDES**

Date of Birth : March 27, 1979 Age: 39 yrs. old

Place of Birth : Sta. Ana, Manila Sex: Female

Height : 4’11”feet Weight: 65kls.

Citizenship : Filipino

Civil Status : Married

Language/Dialects speak: English, Tagalog

**Character References:**

Available Upon Request.