**Emily**

**Emily.39978@2freemail.com**

**CAREER OBJECTIVES**

To gain long term employment from a reputable organization in that allows opportunity for professional growth and stability.

**DETAILED WORK EXPERIENCE**

**Position: Receptionist**

**Company : Facilities Management Company - Temporary for (6months)**

**Year: July 2015 - January 2016**

* Responsible to type paper works, emails and filling the papers.
* Perform administrative tasks, checking the attendance, taking phone inquiries.
* Transfer the phone calls; know how to manage the busy telephone.
* With knowledge of Ms Word and Word excel.
* Provide Front desk reception duties for the office which includes handling of all phone calls and manage internal & external customers timely and professionally.
* Collect and distribute all incoming mail and courier items.

**Position: Receptionist Clerk**

**Company: Dheeraj and East Coast LLC / Real Estate Developers Dubai U.A.E**

**Year: September 2012 – November 2014**

* Provide Front desk reception duties for the office which includes handling of all phone calls and manage internal & external customers timely and professionally.
* Receive and greet all visitors in a professional and warm manner.
* Collect and distribute all incoming mail and courier items.
* Develop and maintain a tracking system on all incoming & outgoing mails and courier items for the office.
* Assist in General Office administration.
* Assist with photocopying and distribution of information, as required.
* Assist with setting up the group room for meetings and other events.

**Assisting HR**

* Calling all the applicant for the interview and schedule their timin**gs.**
* I am assisting the HR for the data entry/ records of the new employees.
* Filling all the hard copies of the new and old employees documents.

(passport copy/ visa page / picture /cv etc.)

**Position: Receptionist Dubai U.A.E**

**Company: Spa Salon Center**

**Year: Sept.2009 to May.28,2010**

**Duties and Responsibilities:**

* Responsible for all the paper works emails and filling.
* Perform administrative tasks, checking the attendance, taking phone inquiries.
* With knowledge of Ms Word and Word excel.
* To supervise all the staff to their respective duties and responsibilities.
* Answering Phone calls.
* Responsible for the handling of cash register.

**Position: Promoter-/Sales lady - Part Time Dubai U.A.E**

**Company: Beauty Products**

**Year: January-March 2009**

**Duties and Responsibilities:**

* Introduce our products to retail locations
* handles various cosmetics supplies, unpacks or ships inventory and ensures fresh samples are always available on the counter or readily available for distribution.
* Demonstrate and provides product samples to induce sales.

**Position: Cashier cum Receptionist ( Temporary )**

**Company: Food Castle Restaurant Gate 13 Airport Road, Dubai, UAE**

**Year: August-december 2008**

**Duties and Responsibilities:**

* Responsible for the handling of cash register.
* Completes checking of all cash transactions daily; balances register tape with funds received and compiles reports of receipts.
* Prepares daily bank deposits; counts and completes record of kinds of funds to be deposited; confirms by rechecking amount of deposit and arranges for transfer of funds to bank.

**Position: Secretary cum Receptionist**

**Company: Balsam Drug & Medical Equipment Store U.A.E.**

**Year: June 2008 (Temporary)**

* Responsible to type paper works, emails and filling the papers.
* Perform administrative tasks, checking the attendance, taking phone inquiries.
* Transfer the phone calls; know how to manage the busy telephone.
* With knowledge of Ms Word and Word excel.

**Position: Pharmacist Assistant cum Admin Assistant**

**Company: Mercury Drugs, Baguio City, Philippines**

**Year: January 2007**

* Responsible for assisting the Pharmacists and Pharmacy Manager with the daily operations of the pharmacy.
* Perform administrative tasks such as invoicing, filing, preparation of business correspondences, checking of attendance, taking phone enquiries, etc. and as required by the Pharmacy Manager.
* Responsible for stock inventory and monitoring validity dates of medicines.
* Maintain database of regular customers for reference.

**Position: Pharmacist Assistant cum Secretary**

**Company: Napthalias Drugs, Tarlac City, Philippines**

**Year: June.2005-Dec.2006**

* Responsible for ensuring the medicines are valid up to its expiration.
* Prepare all medicines and medical items and ensure correct dosage and brand.
* Responsible for inventory and replenishment of stocks.
* Check the medical records of the patient given by the doctors.
* Advise the patients about the proper use of their prescribed medicines.

**EDUCATION DETAILS**

**Certificate: : HR/ Admin 2016**

 **: Basic Photography 2015**

**Tertiary : BS Pharmacy**

**Central Luzon Doctors Hospital E-I**

**Tarlac City, Philippines**

**Year : June 2000- March 2004**

**Certificate : Nursing aide**

**University of Cordillera, Baguio City, Philippines**

**Year : June 2004-March 2005**

**Vocational : Computer Office Applications**

**Technical Education and Skills Development Authority, Philippines**

**Year : December 2007**

**PERSONAL DETAILS**

**Nationality : Filipino**

**Civil Status : Married**

**Visa Status : Husband visa**