

* With 2 years of Administrative Receptionist experience, including working in a busy work environment with multiple phone lines and a large professional staff with communication and technological skills. I can therefore handle the bustling environment of a large of office, greeting a lot of people, answering questions about the company and directing people to the correct offices, experience with a variety of software programs, including Microsoft Office and Adobe Applications.
* Good background in Adobe Photoshop and other photo or video editing
* Able to speak in both Filipino and English
* God-fearing, flexible and adaptable, dedicated and hardworking, strives for excellence and self-motivated

**E-MAIL**

Errol-394490@2freemail.com

**DATE OF BIRTH** April 19, 1996

**NATIONALITY**

Filipino

**ERROL**

**EDUCATION**



Tertiary

2012 – 2016 Bataan Peninsula State University – Main Bachelor of Science in Information Technology Major in Network and Web Application College Diploma

Secondary

2008 – 2012 Bataan Peninsula State University – Dinalupihan San Ramon Dinalupihan 2110, Bataan

High School Diploma

Primary

2002 – 2008 San Simon Elementary School

San Simon Dinalupihan, Bataan

Elementary Diploma

**EXPERIENCE**



**October 2017 – January 2019**

Abu Hamour, Doha, Qatar

**Administration Assistant / Receptionist**

Responsibilities:

* + To follow and complete any instructions given by the Property Manager.
	+ Act as a first point of contact for all visitor's, welcome them professionally and courteously and look after them until they have been attended to, guaranteeing a smooth running reception area.
* Professionally administer all incoming calls and outgoing calls providing callers with compound facilities information and ensuring calls are redirected accordingly.
* Assisting the Property Manager with the scheduling of all compound staff work shifts.
* Type memos, correspondence and perform a variety of clerical duties.
* Order, receive, stock, and distribute office supplies.
* Comply with the reception and administration process as laid out in the standards of the compound's rules and regulations.
* Escort visitors (potential tenants) for compound orientation.
* Receive work orders, distribute to the maintenance team and track all pending work orders with the call center to ensure completion.
* Update tenants about maintenance work orders and related concerns.
* Coordinate with the security to inform them all expected visitors and their information.
* Coordinate with leasing department the leasing contracts (intention notice) and cheques collected from the tenants.
* Coordinate with finance department, incomes, monthly rents, kahrama bills, move in and out checklist.
* Coordinate with HR all related issues such as leaves, overtime, transportation, work shifts, medical appointments etc.



**June 2016 – June 2017**

**Front Desk Associate**

*Responsibilities:*

•Entertaining Hotel Guest Concerns. Answering Phone Calls/ Email (Inqueries/Reservation). Receiving the Payment of the Guest/Company. Assisting the Check-in / Check-out of the Hotel Guest. Creating/Sending the Guest Confirmation Letter. Company Proposal/Quotations. Editing/Designing company tarpaulin/advertisement/ Flyers and other Projects about Photo Editing.

**SEMINARS & TRAININGS**

* **Administrative and Quality Management System**

*Ferrand Training Center Ar Rayyan Qatar August 9, 2018 to September 6, 2018*

* **Device Agnostic Application Development**
* **Search Engine Optimization and Outline Marketing**
* **Remote Support**
* **Gender Issue in the Technical**

**Milieu**

*Lou-is Restaurant and Resort,*

*City of Balanga, Bataan*

*August 28, 2015*

* **Research Cluster Tech Trends 2015**

*Blue Horizon Hall, Crown Royale*

*Hotel*

*City of Balanga, Bataan*

*August 28, 2015*

* **Mozilla Firefox Seminar**

*Sari – Gamit Covered Court, BPSU Main Campus December 2012*

SKILLS

Administration

Telephone Operator Front Office

Customer Services

Marketing

Graphic Design

Leadership

Time Management 

INDUSTRY KNOWLEDGE

Video Editing

Social Media

Photography

Data Entry

TOOLS & TECHNOLOGIES Microsoft Office Adobe Photoshop

LANGUAGES

Filipino

English

**April – May 2016**



(Summer Job)

Hermosa Bataan, Philippines

**Municipal Coordinator (Summer Job)**

*Responsibilities:*

* Monitoring the VCM Official Ballots. Updating all the Chairman, Vice-Chairman, Poll Clerk and principals within Hermosa Bataan



**April – June 2015**

(On the-Job Training)

Clark Freeport Zone, Philippines

**Emailing Section and Image Processing**

Responsibilities:

* Labeling and Encoding Documents (Reports and Manual of Procedures for ISO Accreditation). Disseminating: Sending an Email to All CDC Officers and Employees thru Electronic Mail. Scanning of Documents (Memorandum Agreement, Office Circular, Memo Circular, Daily News Update, Traffic Advisories, Events inside Clark Freeport Zone)



**April – May 2014**

(Summer Job)

Information Technology Department

**Data Encoder**

Responsibilities:

• Encoding of Data & Develop attitude towards work





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