**Grace**

**Executive Secretary**



A highly efficient & task-oriented Executive Secretary seeking a role to leverage acquired academic knowledge & work experience to help organizations prosper. Skilled in using Microsoft Office programs with proven hands-on experience in general office management. An excellent communicator with high level of English skills, both verbal & written.

**Microsoft Office Skills**



**Word** **Excel**



**Powerpoint** **Publisher**

**Soft Skills**



**Flexible personality** **Fast learner**



**Resourceful** **Team player**



**Proficient in English** **Creative**



**Organized** **Detail-oriented**

**Education**

**Tertiary**

Associate in Computer Secretarial Far Eastern University, Philippines 2003 - 2005

**Secondary**

Pascual Rivera Pimentel Academy Ilocos Sur, Philippines 1993 - 1999

**Primary**

Pilar Elementary School

Ilocos Sur, Philippines

1994 - 1999

**Work Experience**

**Executive Secretary**

Philippines

Jun 21, 2008 - Jan 10, 2020 (11 years, 8 months)

**Responsibilities:**

* Handles all incoming & outgoing correspondence such as emails, letters & phone calls.
* Provide secretarial support to the Manager, assist in day to day affairs in the office and carry out the

job assignments efficiently.

* Manage daily / weekly / monthly agenda and organize new meetings and appointments.
* Prepare quotations, check vouchers, purchase orders, mail bills, contracts, policies and other office letters.
* Compile, copy, sort and file records of office business, transactions and other activities.
* Assist colleagues and executives by supporting them with planning and distributing information.
* Develop and maintain a document filing system and keep records of all correspondence.
* Manage occasional receptionist duties.
* Communicate with external parties and establish a professional rapport by promptly attending to their requests, queries and complaints.

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**Grace**

**Executive Secretary**



**Work Experience**

**Account Executive**

Collins Distribution Development

Philippines

Feb 4, 2008 - April 30, 2008

**Office Clerk / Encoder**

Tang International Enterprises

Philippines

21 June 2007 - 03 January 2008

**Personal Information**

Civil Status: Married

Age: 33 years old

Nationality: Filipino

Visa Status: Visit Visa

(Can Join Immediately)

**Interest**

Reading books

Music

Watching movies

Traveling

Email: [grace-397105@gulfjobseeker.com](mailto:grace-397105@gulfjobseeker.com)

I am available for an interview online through this Zoom Link <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>

**Seminars & Trainings**

**Personality & Career Development Form** Far Eastern University Auditorium, Philippines February 03, 2005

**Rule Of Business Management Students In The Corp. World**

Philippines

August 20, 2004

**ACS General Assembly & Oath Taking Ceremony** University Conference Center, Philippines July 29, 2004

**Online Marketing**

Far Eastern University Auditorium, Philippines August 19, 2004

**Student Apprenticeship Program Orientation Seminar**

University Conference Center, Philippines July 29, 2005

**Student Apprenticeship Program Sharing Session**

University Conference Center, Philippines September 20, 2005

**Career Seminar & Job Fair 2005,**

**Graining The Edge**

University Conference Center, Philippines September 08, 2005

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