

**KASANDRA**

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**JOB OBJECTIVE**

To obtain a position that would best fit my qualification and develop my further talents and skills for continuous career development.

**COMPETENT SKILLS**

* Verbal Communication (Oral and Written English)
* Telephone Etiquette
* Teamwork
* Strong interpersonal skills
* Managing time efficiently
* MS Office Proficiency (MS Word, MS Excel, MS PowerPoint, and MS Publisher)
* Stenography Skills
* Ability to multi-task effectively
* Photography Skills
* Maintains professional and friendly demeanor.
* Possesses excellent organizational skills.

**PROFESSIONAL EXPERIENCE (4 years experience in Secretarial)**

* **Administration/ Assistant Secretary/ Assistant Admission**

**Fujairah Sakamkam, Fujairah – UAE**

**2 years (January 2018- April 2020)**

* + Answer all incoming & outgoing calls and handled caller's inquiries
	+ The ability to work with student by helping them the procedures (e.g. rules and regulations of the school, the process of paying term fees, etc.)
	+ Good administrative skills
	+ The ability to keep sensitive information confidential
	+ Filing or Compiling reports accurately and efficiently.
	+ Maintaining student records and files.
	+ Willingness to use own initiative
	+ Sorts and distributes mail delivered to school office.
	+ Contacts parents in the event of student illness or behavioral issues.
	+ Uses computer database or filing system to update records as necessary.
	+ Manages and updates school calendar.
	+ Provides administrative support to principal or other upper level administrator as needed.
	+ The ability to remain calm under pressure
	+ Drafting and typing up official letters
	+ Writing and distributing school bulletins
	+ Dealing with queries and complaints
	+ Updating records which relate to both pupils and staff members
	+ Dealing with funds for bus passes and making sure the appropriate child is given the correct pass
	+ Providing visitors with appropriate directions and helping them move around the school
* **Secretary cum Accounts Assistant / Document Controller**

**Sinyar AI Khaleej Cont. L.L.C.**

AI Nahda 2, Dubai -UAE

2 years (November 2015- November 2017)

* **Projects:**
	+ **Villa (48 Private Villas)- Mina AI Fajer, Dibba Fujairah**
	+ **Fairmont Ajman (Swimming Pool)- Ajman, UAE**
	+ **Fairmont Fujairah (City Wall and Fence & Swimming Pool)-Al Fiqait, Fujairah, UAE**
	+ **Fairmont Fujairah (Beach Leisure Facility)- AI Fiqait, Fujairah, UAE**
	+ **Hospital Thalassemia Center- Al Hudeeba, Ras Al Khaima**
	+ **G+1 MAJLIS- Al Safouh Dubai**
* Ability to coordinate the crew, supplies, and equipment is a great skill.

It’s beneficial for any superintendent or managerial position.

* Answer all incoming & outgoing calls and handled caller's inquiries
* Handled Receptionist (Greeting and assisting clients, etc.)
* Give and receive effective feedback
* Handling rejection in a positive way
* Perform requested duties beyond the expected requirements to maintain high personal standards
* Support someone else's work by handling or supervising office duties.
* Coordinating the needs and demands of multiple people in order to create a workable schedule.
* Provided word-processing and clerical support
* Maintained the common filing system (letters, submittals, drawings and other important documents)
* Coordinate the repair and maintenance of office supplies
* Provided administrative services to the office manager
* Ability to disseminate detailed concepts into understandable ideas in both written and verbal communication.
* Manage time constraints and unpredictable schedules or tasks to achieve maximum efficiency.
* Work towards solutions with a flexible approach in the most direct and time efficient way possible.
* Track incoming and outgoing correspondence and coordinate the flow of paperwork around the office.
* Schedule/ Organize meetings, appointments, and travel arrangements to the Manager
* Transferring e-mail, calls, and important documents to the Manager and in the Administration
* Troubleshoot conflicts among office personnel and works with sub-contractors to ensure that LPO are fulfilled as requested, invoices are paid, and refunds or exchanges are processed.

**EDUCATIONAL ATTAINMENT**

Tertiary **Bachelor of Science in Office Administration** Union Christian College (UCC) SY 2011-2015 Widdoes St. Brgy. 2, San Fernando City, La Union

**Bachelor of Science in Nursing-**

**Ladderized Education Program** SY 2008-2009

Widdoes St. Brgy. 2, San Fernando City, La Union

Primary **Union Christian College (UCC)** SY2000-2004Widdoes St. Brgy. 2, San Fernando City, La Union

**Christ the King College (CKC)** SY1997-2000

Quezon Ave., San Fernando City, La Union

I, hereby confirm that the above information is true, accurate, and reliable to the best of my knowledge and belief, and I bear the responsibility for the correctness of the above-mentioned.

**KASANDRA**

Applicant