



To work in a challenging company that will provide opportunity and better career path to make me competent in a corporate fields and to contribute in the success of the company and to take in more responsibilities and respond in before due time.

Personal Details

Name

Mary Cris L. Ga-as

Address

International City, Dubai

Phone number

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Email Address

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Visa Status

Visit Visa

Nationality

Filipino

Marital Status

Single

EDUCATION

Joji Ilagan Career Foundation Inc. – Year 2006

- Hotel and Restaurant Management

Daniel R. Aguinaldo National High School – Secondary

Matina Central Elementary School – Primary

WORK EXPERIENCE

Zhicheng Business Services

Receptionist- Encoder

February 2021 – Present

Job Description:

- Greeting customers and visitors to the office, ensuring guests are comfortable and are connected with the right office personnel.
- Provide administrative support, Filing and organizing records, invoices and other important documentation.
- Managing incoming and outgoing correspondence, including emails and faxes.
- Monitoring and ordering inventory for office and break room supplies and arranging for payments.
- Managing schedules for conference and community spaces
- Processing visa.
- Encoding Etisalat data basis.

Spring Boutique

Account Coordinator

2016 -2019

Job Description:

- Receiving and checking stocks.
- Receiving sale payment.
- Monitoring the financial operations to maintain a transparency in the cash flow.
- Preparing various documents and reports on a regular and monthly basis.
- Receiving customer phone call for inquires.

Xiang Teng Trading

Account Coordinator

2013 - 2015

Job Description:

- Deposit money and accounts works.
- Carried out general accounting and administrative duties as necessary.
- Competent in daily cashbook management.
- Recording of day to day business transaction.
- Provide customers with product price information and availability.

