



Address: RACQUEL ABALOS CANAOAY
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Overview

- ❖ Qualified Admin, Secretary, Receptionist and Supervisor with over six years of varied administrative work experience and proven ability to handle and manage office environment. Possesses effective organizational skills in addition to willingness to work above and beyond the call of duty. Obtain a position as a team-player in a people-oriented organization where I can maximize my customer-service experience in a challenging environment to achieve the corporate goals

Core Knowledge and Functional Skill Areas

- ❖ Excellent IT skills and experience using MS Word, PowerPoint, Excel, Aut , Outlook PDF Docs and internet telephone operations.
- ❖ Relevant experience in software applications such as, CRM, ERP, ZOHO books
- ❖ Quick learner of new software applications.
- ❖ Proficient in spelling and grammar in both English.
- ❖ Professional verbal/written communication skills.
- ❖ Knowledge of customer service practices
- ❖ Project management experience
- ❖ Experience supervising others
- ❖ Budgeting and financial reporting experience
- ❖ Experience in Events production Manager

Personal Attributes

- ❖ Accuracy | Excellent organizational skills | Confidentiality | Planning and Time management
- ❖ Initiative | Reliability | Stress tolerance | Customer-service orientation.
- ❖ Willingness to work in a flexible schedule and high workload.

WORKING HISTORY:

April 14 2013– September 15 2017: The Wedding Venue – Dubai, UAE

- ❖ Receptionist
- ❖ Promoted to Admin Assistant

March 3 2018- March 9, 2019 – Ariel Wedding and Organizing

- ❖ Administrator
- ❖ Accounts
- ❖ Production Supervisor
- ❖ Manager

April 20 2019- At present—Malla Events Décor

- ❖ Wedding organizer

Educational Qualifications

Short Course: CADD KABAYAN
POLO OWWA, DUBAI, UAE
Diploma in 2D AutoCAD & Diploma in Basic 3D
Basic Accounting (Certificate)

College: Central Luzon State University
Munoz, Nueva Ecija Philippines
Accounting Management (3 years)

Reference

Available upon request