



MAE  
ARSIREE  
DOFELIZ

ADMIN / SECRETARY /  
RECEPTIONIST/  
CUSTOMER SERVICE

## PROFILE

Organised and adaptable administrative assistant with four years experience working in various office environments. I am proficient working in a team, but also work well independently.

## CONTACT

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## SKILLS

### Skill group

Management & Administrative skills	●●●●●
Communication & digital skills	●●●●●
Microsoft office word, excel & powerpoint	●●●●●
SAP & Quickbooks	●●●●●

## REFERENCE

Available upon request

## WORK EXPERIENCE:

2019 - 2020

### JOSEPH GROUP

#### ADMIN COORDINATOR, Dubai UAE

- RTA Online Applies inspection sticker to vehicles that pass inspection, and rejection sticker to vehicles that fail
- Making quotations using SAP and coordinating with sales
- Coordinate with human resources to handle payroll and personnel databases
- Comfort using business email system, such as Microsoft Outlook

2017 - 2018

### MONA ALSABAH AUDITING LLC

#### SECRETARY, Dubai UAE

- Work with accounting departments to process invoices, make payments, and track receipts
- Familiarity with office equipment, such as fax machines, copy machines, and phone systems
- Provided administrative services to the office taking down minutes then distributing emails and making travel arrangement.

2016 - 2017

### FARUK MEDICAL CITY

#### F&B ADMIN, Kurdistan IRAQ

- Handles and record patient concerns and inquiries either through personal visit and telephone.
- Prepares and delivers food trays to hospital patients, performing any combination of following duties on tray line.
- Receives, follow-up, records and monitor concerns of patients.

2014 - 2016

### AVA CONSTRUCTION SUPPLY

#### SUPERVISOR, Philippines

- Human skill is the ability to work with, understand, motivate, and communicate with individuals and groups.
- Create, prepare, and deliver reports to various departments
- Provide assistance to staff, managers, and senior-level officers as needed

## EDUCATION

2018 - 2020

### BS in Theology

#### Life Christian University, Dubai UAE

- Study about God.
- Now I am a Teaching in Teens Ministry in our church

2010 - 2014

### BS in Accounting Technology

#### University of Negros Occidental Recoletos, Philippines

- A new name for management accounting