



JUDY ANN

ADMIN- OFFICE ASSISTANT

PROFILE

Resourceful and experienced receptionist offering expertise in customer service, coordination, and file management. Dedicated team member with high attention to detail and strong organization skills. Handles multiple jobs and tasks simultaneously with a high degree of accuracy. Professional communication and multitasking expertise.

SKILLS

Multi-line phone proficiency
Sorting and labeling
Records management
Administrative support
Data entry
Record keeping
Writing report
Housekeeping and Hygiene
Client servicing

HOW TO REACH ME

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CAREER SUMMARY

North American Services Center (NASC)
October 2020 - (Present)

Office Admin / Receptionist :

- Greeted incoming visitors and clients professionally and provided friendly, knowledgeable assistance.
- Answered questions and addressed resolved or escalated issues to management and immediate stakeholders to satisfy clients.
- Interacted with vendors, suppliers, and professional services personnel to receive orders and communication instructions.
- Sorted and distributed mail correspondence between departments and personnel, including parcel packaging, preparation, and efficient shipping.
- Operating multi-line telephone systems to independently handle over 20-30 calls each day.
- Managed office inventory by restocking supplies and placing purchase orders to maintain adequate stock levels.

1-MARK & SPENCER (Phillippines)

Sales Executive

2-Chowking (Philippines)

Service Crew

3-Max Restaurant (Philippines)

Waitress

4-Blue Diamond Sweets (Dubai)

Juice Maker