

GINA MAGNO APONTAR
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Qasimia St., Sharjah UAE



I obtained my Post Graduate Diploma in Management Studies Level 7 BTEC at
London College of Advanced Studies in London, United Kingdom
Awarded by Edexcel

EMPLOYMENT HISTORY

Al Cornish Aluminium Cont. Indus. LLC
Sharjah, UAE

November 2012- July 2021

Receptionist/Secretary

- In-charge of outgoing and incoming communications.
- Managing our Company Email.
- Screens and redirects business calls and email correspondence to the relevant Departments.
- Provide updates to the Management for the site progress of works.
- Filling important documents for Management's records.
- Front desk liner (First point of contact).
- Attending Inquiries through Emails or Phone Calls.
- Register all inquiries to our log sheet and forwarded to our estimation team.
- Assisting our estimation team in sending quotations to our Client.
- Administrative works.
- Other office related works.

The Book Community
London, UK

December 2007- March 2012

Quality Control Inspector

- In-charge of the book orders from the internet (Amazon market)
- Inspecting and collecting books to prepare them to send to our internet retail customers
- To ensure that the books we send to our customers are in appropriate standards

Abu Dhabi International Airport
Abu Dhabi, UAE

February 2006-March 2007

Car Rental Agent/Receptionist

- Meet and greet the customers as a front liner in the counter.
- Attending the inquiries on cars available for rent in the event of customer's need.
- Process the requirements of the documents needed for the rental.

**FEMJEG SECURITY AND
ALLIED SERVICES**
Davao City, Philippines

July 2002-April 2005

Payroll Clerk

- Prepare and check monthly wages of the employees
- Handles the monthly payroll for the company and prepared it after the approval of the auditor/accountant.
- Responsible for the compensation release on a monthly basis
- In-charge in all the bank transaction such as Check Encashment, Processing of Manager's check and preparing checks for payments and collection.
- Prepares monthly salary report for the company
- Data encoding and responsible for all the documentation with regards for the monthly payroll system.

AMS GROUP OF COMPANIES
Davao City, Philippines

February 2002-July 2002

Projects Assistant

- Assigned to all registration and filling of all the documents needed by the superior.
- Assisting on buyers on the ocular inspection on the area.
- Processing all the needed requirements for housing projects.
- Responsible for all the administrative works such as documentations, ledgering of schedules, correspondence and encoding data.
- Helping and providing full customer service satisfaction.

PAG-IBIG MUTUAL FUND
Davao City, Philippines

1999

On the Job Training

- Filling communication materials
- Sorting of payment receipt
- Assisting on releasing of Checks

PERSONAL INFORMATION

Date of Birth	19 September 1979
Marital Status	Married
Citizenship	Filipino
Passport No.	EB8836665

EDUCATIONAL BACKGROUND

POST-GRADUATE

Post Graduate Diploma in Management Studies
London College of Advanced Studies
London Bridge, London UK
April 2007-November 2007

COLLEGE

Bachelor Degree Major in Communication Arts
University of the Immaculate Conception
Davao City, Philippines
1996-2000

SECONDARY

Notre Dame of Tacurong for Girls
Tacurong City, Sultan Kudarat, Philippines
1992-1996

PRIMARY

Pilot Elementary School
1986-1992

TRAINING

Customer Service and Fleets (Vehicle) Training
National Transport Company
Abu Dhabi, UAE
January 08, 2006

SKILLS

Computer Literate (MS Office, Email)
Communication/Interpersonal Skills
Customer Service.