

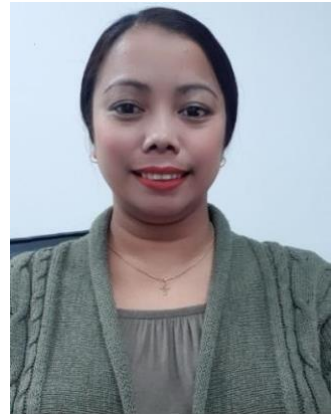
ANALYN T. INFIESTO

Nationality: FILIPINO

Address: Flat 2105, Al Attar Tower Sheikh Zayed Road Dubai, UAE

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OBJECTIVES: To obtain a full time position in a multinational and international company that offers a professional working environment and enables me to grow and achieve my long time goals.

WORK EXPERIENCE**OFFICE ADMIN/ SECRETARY/ RECEPTIONIST (2017-2021) ABDULLA AHLI ELECTROMECHANICAL WORKS L.L.C - Dubai UAE**

- Making quotations, Invoice, Undertaking Letter
- File and retrieve corporate documents, records and reports.
- Follow Up Payments
- Recording Salary And Office Expenses
- Answer telephone calls
- Acting as an receptionist and/or meeting and greeting clients

WAITRESS / CASHIER – (2017) 4j's INLAND RESORT & RESTO BAR – Philippines

- Wrote up customer orders and processed payments.
- Kept room clean, stocked and neatly arranged.
- Answer telephone calls regarding reservation, menu question and business info.
- Take to go orders by phone and in- person.
- Monitored drink station.
- Alerted kitchen staff of large orders and special issues.

PERSONAL ASSISTANT - (2016) Provincial Office of the Vice Mayor - Philippines

- To prepare all paper work.
- To make travel arrangements
- To develop and maintain good working relations with councilors.
- Assist with the handling of correspondents and receive and assist visitors.
- To apply councilors complaints procedure where appropriate.

OFFICE ADMIN – (2014) CLARIN WATER DISTRICT – Philippines

- Recording all the payments of the costumer.
- Attend meetings to record minutes.
- File and retrieve corporate documents, records and reports.

SALES REPRESENTATIVE – (2009-2013) FARMA TRADERS – Philippines

- Perform in store demonstrations of products.
- Answer costumer questions about product, delivery contracts and service options.
- Conduct regular customer review calls as per customer review procedure and follow up.
- Maintain up to date knowledge of industry practices and products.
- Personally confirmed each delivery to each client to insure quality service.

EDUCATIONAL BACKGROUND

CVSCAFT Clarin Campus Poblacion Norte, Clarin, Bohol Associate in Computer Secretarial	(2008-2009)
Rizal High School Caniogan, Pasig, Metro Manila	(2005-2008)
Clarin Central, Elementary, School Clarin, Bohol	(2001-2005)

SKILLS

1. MS Office Suit
2. Fluently in English Language.
3. Sales
4. Data entry
5. Resourceful

PERSONAL DATA

Name:	Analyn T. Infiesto
Address:	Poblacion Norte, Clarin, Bohol
Age:	32 years old
Sex:	Female
Civil Status:	Single
Nationality:	Filipino
Religion:	Roman Catholic

I hereby certify that the above information is true and correct to the best of knowledge and belief.

Analyn T. Infiesto
Applicant