

VANESSA BAUTISTA MUHI

Al Barsha 1, Dubai UAE

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**OBJECTIVES**

To work in a dynamic environment with professional growth, potential and creativity where I may be able to impart my skills and knowledge for the positive output for the company.

SPECIAL SKILLS

- ☐ Knowledge of varied MS Office Applications
- ☐ Strong typing skills (40 wpm)
- ☐ Prior administrative support experience
- ☐ Ability to handle interruptions smoothly
- ☐ Has a deep understanding of commitment and professionalism
- ☐ Eager to learn & Goal-oriented
- ☐ Adaptable to work environment

WORK EXPERIENCE**Receptionist / Secretary**

Al Muharam Telecommunication LLC

Dubai, UAE

April 2015- Present

- ✓ Performed various secretarial/clerical duties such as documenting, photocopying, faxing, mailing, and organizing filing system
- ✓ Coordinate PRO for preparing in all documents
- ✓ Purchasing of office equipment and supplies- contacts vendor and subcontractors
- ✓ Answer telephone takes messages and answers inquiries within assigned scope of responsibility
- ✓ Coordinating the sales team by managing schedules, filling important documents and communicating relevant information
- ✓ Provide assistance to accounts
- ✓ Handle payable and receivable voucher
- ✓ Compute, record and proofread data and other information such on record and reports
- ✓ Keep records of customer and file documents
- ✓ Processing bills and expense voucher
- ✓ Keep updated records of office expenses
- ✓ Creating ,maintaining and entering information into database
- ✓ Inform clients of unforeseen delays or sales related problems
- ✓ Responding to complaints from customers and give after-sales support when requested
- ✓ Handle the processing of all orders with accuracy and timeliness

- ✓ Arranges couriers as requested
- ✓ Receive and sort mail and deliveries
- ✓ Prepare invoices and follow up payments to customers
- ✓ Maintains appointment diary either manually or electronically
- ✓ Contribute to team effort by accomplishing related results as needed

EDUCATIONAL BACKGROUND

Tertiary : **Our Lady of Fatima University**
Bachelor of Science in Nursing
Lagro, Quezon City
2010-2012

Vocational : **Luna Goco Colleges**
Caregiving
Calapan, Oriental Mindoro
2012-2013

PERSONAL INFORMATION

Age : 30
Religion : Christian
Gender : Female
Status : Single
Nationality : Filipino
Visa Status : Employment Visa

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

VANESSA B. MUHI

Applicant