

# KAREN THERESA P. PLAZA

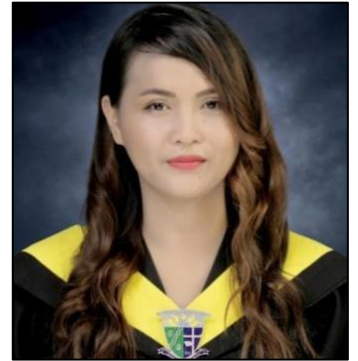
( Secretary/ Administrative Assistant/ Document Controller )

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## OBJECTIVE:

Seeking a challenging position to utilize and develop my skills and contribute effectively to the progress of the organization I work for, by utilizing my versatile skills, potential hard work individually and compromise with teamwork.

**TOTAL WORK EXPERIENCE 13 YEARS, (UAE EXPERIENCE 2 YEARS)**

## **WORK EXPERIENCES:**

- January 2019- February 2020  
**Secretary**  
Barjeel Services  
Satwa - Jafliya - Al Bada - Dubai UAE
  
- October 2012- September 2014  
**ADMINISTRATIVE ASSISTANT**  
Butuan City Parole and Probation Office Hall of Justice,  
Libertad, Butuan City – Philippines.
  
- February 2011- May 2012  
**PAGER/ CUSTOMER SERVICE ASSISTANT**  
KCC Mall of Gensan  
General Santos City - Philippines.
  
- May 2006- January 2011  
**CREW MEMBER (SODA/ COUNTER)**  
Freemont Foods Corporation  
Jollibee Gaisano- Butuan Branch, J.C Aquino Ave.,  
Butuan City – Philippines.

## **JOB RESPONSIBILITIES:**

- Attending incoming calls & monitoring attendance for staffs and clientele
- Recording and updating of Incoming and Outgoing Communications
- Manage daily/weekly/monthly agenda and arrange appointments
- Arrange and coordinates scheduled tasks
- Track inventory of office supplies
- Encoding of related documents and submitting the same to the relevant offices
- Responsible for controlling all documentation-related activities.
- Preparation of Annual Procurement Plan
- Preparation of Annual Leave of staffs
- Maintaining, updating and keeping files of company, employee ,staffs and clientele.
- Support and coordinates with discipline with administration and control.
- Sending & receiving all work-related e-mails
- Do other organizational-related tasks assigned by the immediate supervisor.

## **PROFESSIONAL SKILLS/ ABILITIES:**

- ✓ Proficient in various Windows-based Software (MS Word, Excel and Powerpoint)
- ✓ Knowledge in Systems, Application and Products (SAP) Software
- ✓ Knowledge in Bookkeeping
- ✓ Integrity
- ✓ Strong interpersonal and communication skills
- ✓ Customer Service

## **EDUCATIONAL BACKGROUND:**

2018: ***BACHELOR OF SCIENCE IN ACCOUNTING TECHNOLOGY***

Father Saturnino Urios University – Philippines.

2004: High School Diploma, Agusan National High School – Philippines.

2000: Elementary Diploma, Butuan Central Elementary School – Philippines.

## **OTHER PERSONAL INFORMATION:**

Nationality: Philippines

Date of Birth: March 29, 1987

Languages Known: English & Filipino

### *Declaration:*

I hereby assure that the above furnished details are true to the best of my knowledge and belief. I also assure that I will be truthful and dutiful to the job assigned to me.

KAREN THERESA P. PLAZA