



## VILLAR, ARMIE T.

Discovery Gardens, Dubai UAE

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### CAREER OBJECTIVES

A talent driven individual who is focused on performance as well as results, and who is able to provide an accurate and efficient administrative/secretarial service within an office environment. Possesses a strong background in general administration along with experience of working in a fast paced and pressurized environment.

### SKILLS AND ABILITIES

- Strong and effective communication skills.
- Excellent customer service skills, outgoing, motivated and friendly.
- Great attention to detail along with ability to follow given instructions.
- Ability to work efficiently as part of a team as well as individually with minimal supervision.
- Solid time management skills with proven ability to function well under pressure .
- Can communicate in English, both oral and written.
- Office equipment using.
- MS Office Suite including PowerPoint, Excel, Word, Outlook.

### EDUCATIONAL BACKGROUND

#### TERTIARY:

INFOTECH (Institute of Arts & Sciences, Inc.) Manila, Phils.

Computer Secretarial System Graduate

### PERSONAL INFORMATION

Date of Birth: January 02, 1989

Nationality: Filipino

Religion: Roman Catholic

Status: Single

Passport No.: P1568447b

#### ADVANCED METAL WORKS- DUBAI, UAE

February 04, 2018 up to present

##### Admin – Receptionist cum HR Assistant

- Welcomes visitors by greeting them in person or on telephone; answering or referring inquiries.
- Forward calls to appropriate person and clearly determine the purpose of the call.
- Maintains security by following procedures; monitoring log book; issuing visitors badges.
- Preparing meeting and training rooms.
- Order front office supplies and keep inventory stock.
- Organize courier deliveries.
- Assisting with a variety administrative tasks including copying, faxing and taking notes.
- Maintains safe and clean reception area by complying with procedures, rules and regulations.
- Help in processing payroll, which includes ensuring vacation, sick leave & overtime are tracked in the file.
- Provides documentation of employee absences, bonuses, and personal time.
- Organize, compile, update company personnel records and documentation.
- Scheduling appointments and interviews with employees and new candidates.
- Assist colleagues whenever necessary.

**INVESTORS ASSURANCE CORPORATION – Manila, Philippines**

November 2013 – November 2017

**Office Coordinator cum Secretary**

- Schedule and confirm appointments for clients, customers, or supervisors.
- Schedule meetings and other business- related appointments for other Managers and Executives.
- Arrange conferences, meetings, and travel reservations for office personnel.
- Operate office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, database management, and other applications.
- Coordinating the team by managing schedules, filing important documents and communicating relevant information.
- Produces and maintaining administrative reports.
- Ensuring that calls and mails are dealt with accurately, timely and professionally.
- Attend to telephone calls and walk in visitors in a courteous and professional manner thereby projecting a positive image of the company.
- Processing inquiries, quotations, purchase orders and invoices and coordinating to people concerned within the company.
- Monitor the team's progress, identify the shortcomings and propose improvements.
- Assist in the preparation and organizing of promotional material or events.
- Monitor and distribute received fax, mail/letters, bill etc.
- Make schedule or announcement for any company activities, meetings and gatherings.
- Order and dispense stationeries supplies

**Asia Giant Enterprises – Manila, Philippines**

January 2011 – October 2013

**Office Administrator cum Secretary**

- Answer phones and transfer to the appropriate staff member.
- Coordinate messenger and courier service .
- Receive, sort and distribute incoming mails.
- Fax, scan and copy documents.
- Maintain office filing and storage systems.
- Update and maintain databases such as mailing lists, contact lists and client information.
- Retrieve information when requested.
- Perform basic accounting tasks including budget tracking.
- Create and update records and databases with personnel, financial and other data.
- Schedule meetings and travel arrangements for senior members of the company.
- Type documents, reports and correspondence .
- Monitor and maintain office supplies.
- Welcome members and guests.
- Coordinate with the customers and take feedbacks to improve the efficiency of services.
- Resolve customer complaints.
- Assist colleagues whenever necessary

**Paluan Municipality**– Mindoro Province, Philippines

June 2009 – December 2010

**Office Assistant cum Receptionist**

- Maintaining office filing and recordkeeping systems.
- Track stocks of office supplies and place orders when necessary .
- Maintain office supply inventory.
- Enters edits and retrieves documents and files when requested.
- Read and route incoming mail and process outgoing mail.
- Handle incoming calls and answer inquiries.
- Sort, distribute and prepare mails, messages, and courier deliveries.
- Greet, address and thank customers in friendly and professional manner.
- Understand customer requirements so as to provide appropriate clarifications and solutions.
- Records customer inquiries by documenting inquiry and response in customers' accounts.
- Route and direct customer requests to appropriate personnel.

***Sincerely,***

***ARMIE T. VILLAR***