



Purchasing Administrative Assistant ▪ Receptionist
Secretary ▪ Telephone Operator

PERSONAL PROFILE

I am an enthusiastic Admin Assistant cum Receptionist Secretary of Ship Vessel Trading Company who have years of experience in Hotel Industry as a Telephone Operator cum Receptionist. I am keen to details and can easily learn things at a short period of time. Doing workloads in an effective and efficient way with positive attitude.

AREAS OF EXPERTISE

- Knowledgeable in Microsoft Office
- Computer Literate
- Producing Reports
- Administrative Procedures
- Bookkeeping Duties
- Document Control
- Inventory Control
- Proficient in English (Speaking / Writing)

PERSONAL CHARACTERISTICS

- Goal Oriented
- Hardworking
- Self Motivated
- Adaptive to Environment
- Can Work Under Pressure
- Focused

TRAININGS ATTENDED

- Reception Etiquette - 2019
- Customer Service - 2019
- Fire Fighting - 2018
- First Aid Training - 2018
- Bomb Threat Training - 2017
- Microsoft Office - 2016

SHELLA ANN D. JAVIER


Address: Al Satwa, Dubai, United Arab Emirates
Contact No.: +971 56 919 6900
Email Add.: shellajavier33@gmail.com

WORK EXPERIENCE

 **SHRI Bhagwan Technical Services LLC**
Deira, Dubai, United Arab Emirates
June 2020 to July 2020

Purchasing Assistant

- Preparing LPO for the needed materials.
 - Makes calls for possible company that can provide sale.
 - Assisting other departments with some clerical works.
 - Filling and saving important documents.
 - Preparing LPO for the needed materials.
- Answers inbound and outbound calls.

 **SUSTAINABLE LINE GENERAL TRADING**
Al Nahda 1, Dubai, United Arab Emirates
December 2019 to March 2020

Administrative Assistant cum Receptionist Secretary

- Preparing necessary documents for Ship Vessel purchase and sale.
- Prepares Invoice for purchase and sales.
- Handles reimbursement reports.
- Acts as secretary of General Manager.
- Monitors the utility bills of the company.
- Monitors the inventory supplies of the company.
- Answers inbound and outbound calls.
- Attends Inquiries accordingly.
- Makes Local and International Calls to arrange meetings with the company.
- Maintains cleanliness in the working place.

 **AL KHOORY ATRIUM HOTEL**
Al Barsha 1, Dubai, United Arab Emirates
October 17, 2017 to November 14, 2019

Telephone Operator (Front Office Department)

- Answers inbound and outbound calls.
- Attends Inquiries accordingly.
- Assisting Front Office Manager with producing reports.
- Preparing month-end inventory reports.
- Monitors Department Inventory.
- Assists with Administrative Duties in the Department.

 **PEPSI CORPORATION PHILS.**
Pampanga, Philippines
October 2016 to April 2017

EDUCATIONAL ATTAINMENT

Systems Technology Institute
Bachelor of Science in Accounting Technology
San Fernando, Pampanga, Philippines
S.Y. 2012 - 2016

CHARACTER REFERENCE: upon request.

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