

ANNALYN C.NACUA
KARAMA – DUBAI
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OBJECTIVE

To be involved in work where I can utilize my skills and knowledge that will effectively contribute to the grow of the company as well as for me professionally. Experience of More than 10 years with reputed companies in Philippines, Qatar & Dubai.

SKILLS

Proficient in Microsoft Word and Excel.

WORKING EXPERIENCE

1. SITE SECRETARY CUM DOCUMENT CONTROLLER

CITISCAPE L.L.C

ABU DHABI

MAY 11,2018 – AUG 15,2019

Job Description:

- To manage all commercial and technical documents for the project
- Perform all clerical works which include filing, typing, photocopying, fax correspondence and other works being assigned from time to time.
- Maintaining and updating the database and also manual filings.
- Receiving and checking all incoming correspondence and transmittal of drawing documents.
- Review each documents for conformity and accuracy
- Keep all project documents orderly complete and categorized for easy accessibility to specific records and projects
- Ensures delivery and receipt of all documents by deadlines
- Makes sure that controlled copies of latest approved documents are given to the appropriate staffs
- Maintains an updated records of all approved documents and their distribution clearly
- Log incoming and outgoing documents
- Maintains the documents in the Document Control office under safe custody without any damage and easy accessibility
- Any other work required by the company under your profession

2. RECEPTIONIST

RABYA QATAR

DOHA, QATAR

APRIL 19, 2016 – MAR 31, 2018

Job Description:

- Answering telephone calls and give information to the caller of transfer call to appropriate individuals.

- Making appointment and scheduling meeting
- Welcome visitors handle their inquiries direct them to the person according to the needs.
- Perform other clerical duties such as filling, scanning and photocopying etc.
- Receive incoming mail letters, receipts and invoice and deliver to appropriate staff.
- Making daily staff attendance report and monthly attendance report.

3. RECEPTIONIST

**OPERATOR QATAR LLC
DOHA QATAR
AUG 20, 2014 – DEC 10, 2016**

Job Description:

- Welcoming visitors by greeting them, in person or on the telephone; answering of referring inquires.
- Answering and forwarding phone calls.
- Receives incoming mail letters, receipts and invoices and deliver to appropriate staff.
- Scanned invoices and send to supplier through email.
- Perform other clerical duties such as filling, photocopying faxing etc.
- Maintain inventory office supplies, ordering, receiving deliveries of stationary and any other office supplies needed.
- Looking after visitors/ deliver logbook ensuring all is completed and share with staff member.

4. ADMIN OFFICE CLERK/ RECEPTIONIST

**CAPITOL UNIVERSITY MEDICAL CITY
GUSA, CAGAYAN DE ORO CITY
PHILIPPINES
SEPT12, 2008 – MAR 03, 2014**

Job Description:

- Register patient according to hospital protocol
- Explain the clinic policies to patients while receiving and delivering messages.
- Organize and maintain form required for front desk activities.
- Assist new patient
- Inform the patients if the doctor is running late or in unable to attend to his patient for the day.
- Open the office in the morning, greet patients and agency visitors.
- Participate in staff and educational meeting.
- Maintain medical records in an alphabetical order, so the information of a particular patient may be retrieved without any hassle.
- Make monthly census report of the patient
- Monitor the number of days the patient spent in the hospital for their Phil health refund.

HIGHEST EDUCATIONAL BACKGROUND

COLLEGE:	BACHELOR OF SCIENCE IN COMPUTER SCIENCE S.Y 2002 – 2002-2003, CAPITOL UNIVERSITY, CORRALES EXTENSION, CAGAYAN DE ORO CITY, PHILIPPINES.
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AWARDS AND ACHIEVEMENTS

ELEMENTARY:	CONSISTENT HONOR STUDENT
HIGH SCHOOL:	LEADERSHIP AWARD

PERSONAL DETAILS

DATE OF BIRTH:	12 MAY 1981
BIRTH PLACE:	GANGO, LIBONA, BUKIDNON
RELIGION:	ROMAN CATHOLIC
NATIONALITY:	FILIPINO
CIVIL STATUS:	SINGLE
VISA STATUS:	OWN VISA WITH NOC

ASSURANCE

I hereby declare that above furnished details are true to the best of my knowledge and belief for attaining the level of excellence set for me.

Place: Dubai
Date: