

MARILYN PEREGIL

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## PROFILE



Eager to expand knowledge and further employment experience within the Corporate Administration/ Customer Service Industry. A reliable, trustworthy, creative and hardworking individual.

## CAREER SUMMARY:

**September 2020 – Present (Under Private Office of Sheik Tahnoon Bin Saeed Al Nahyan):**

### **Lnddo - Admin/Receptionist**

- Greeting and directing visitors and new staff to the organization
- Answering calls and queries.
- Scheduling meetings and appointments for CEO
- Making comparison sheet ordering and taking stock of office supplies
- Binding documents, photocopying and scanning as well
- Processing or receiving packages or deliveries
- Handling petty cash and summarizing the expenses of the company
- Writing and issuing emails to teams and departments on behalf of teams or senior staff
- Researching and booking travel arrangements for CEO and staff members.

**March 2020 – August 2020 (Under Private Office of Sheik Tahnoon Bin Saeed Al Nahyan):**

### **Office Assistant**

- Visiting the market and assist with purchasing
- Determining the expenses and keep recording with the oracle at the same time
- Review and make the confirmation for accuracy of expenses statements
- Making comparison sheet for the different companies
- Photocopying and scanning all purchasing related, office correspondence and answering phone calls as well
- Observing and arranging the inventory items in the office
- Supervising the kitchen area when necessary and delivering of lunch

**Mrena Salon – New Al Falah, United Arab Emirates**

### **Receptionist**

- Warmly greeting clients, walking them to the proper beauty station, and alerting assigned beauticians of their arrival.
- Booking and confirming appointments via phone and email.
- Processing transactions (cash and credit cards) and issuing receipts.

**December 19, 2015 – January 20, 2020: Admin/Cashier/Waitress - Muallim Hasan Restaurant Abu Dhabi**

- Greeting the customers, guiding and solving queries of the customer receiving payment by cash, cheques, credit card, etc.
- Preparing the daily sales report and monthly sales report and checking emails if necessary
- Providing training and assistance to the newly joined cashier.
- Answering phone calls through Talabat, Zomato, and serving them a good quality of food that will satisfy them.

**January 2012 – October 2015: Supervisor - NASHE Enterprises - Philippines**

- Greeting the customers, guiding and solving queries of the customer receiving payment by cash, cheques, credit card, etc.
- Answering phone calls and emails and preparing a quotation for the clients
- Making daily reports sales and monthly sales reports
- Depositing the money for daily transactions of the company
- Inventory and monitoring the stocks on hand and filing all the documents

**January 2011 – January 2012: Sales Representative – Full Time, Gorgeous Enterprise (Philippines)**

- Serves customers by selling products and meeting customer needs.
- Services existing accounts, obtains orders, and establishes new accounts by planning and organizing a daily work schedule to call on existing or potential sales outlets and other trade factors.

**2010 - Cashier – (Full Time) Robinsons Supermarket (Philippines)**

**2002 - Cashier – (Working Student) Jollibee Corporation (Philippines)**

- Greeting the customers, guiding and solving queries of the customer
- Handling all the cash transaction, receiving payment by cash, cheques, credit card, etc.
- Checking daily cash accounts and making weekly and daily reports

**EDUCATION:**

**AMA Computer Learning Center (Diploma) – Tacloban City, Philippines**

- Information Technology
- Computer Science

**COMPUTER SKILLS:**

- MS Office Applications (Word, Excel, Power Point)
- Responsible, efficient and flexible
- Well-groomed appearance
- Hard worker, quick learner and ability to assume responsibility
- Resourceful and expert in filing

**LANGUAGES:**

- English, Filipino and Arabic

**PERSONAL DETAILS:**

**Date of Birth:** 30<sup>th</sup> April 1985

**Nationality:** Philippines

**Interest:**

- Watching Movies
- Sport and Exercise

**REFERENCES:****Mr. Dinusha Weerasinghe**

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